



# employmentinfo



# Table of Contents

**Employment Info - HRS3100** ..... 1






# Employment Info - HRS3100

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

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.

**Add employment data::**

| <b>Retrieve an existing record.</b> | <p><a href="#">Search for a record.</a><br/>                 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 <b>Retrieve</b>. Or, click <b>Directory</b> to perform a search in the <a href="#">Employees directory</a>.</p>   |
|-------------------------------------|--|
| <b>Field</b>                        | <b>Description</b>   |
| <b>Employee Status</b>              | <p>Click <input type="button" value="v"/> to select one of the following one-character codes indicating the employee's status. This field is required.</p> <p>When extracting for TSDS reporting, staff records with a pay type of 1-3 are extracted if the <b>Employee Status</b> is <i>1 - Active professional, 2 - Active auxiliary per, 3 - Retired, 4 - Resigned, 5 - On Leave, or A - Long Term Substitute.</i><br/> <i>0 - Pending</i> - 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.</p> <ul style="list-style-type: none"> <li>• <i>1 - Active professional</i></li> <li>• <i>2 - Active auxiliary per</i></li> <li>• <i>3 - Retired</i></li> <li>• <i>4 - Resigned</i></li> <li>• <i>5 - On Leave</i></li> <li>• <i>6 - Substitute</i></li> <li>• <i>7 - Substitute retired</i></li> <li>• <i>8 - Temporary</i></li> <li>• <i>9 - Other</i></li> <li>• <i>A - Long Term Substitute</i></li> </ul> |
| <b>Highest Degree</b>               | <p>Click <input type="button" value="v"/> to select the highest degree the employee received from a certified learning institution.</p>  |
| <b>Percent Day Employed</b>         | <p>Type the percentage of each day for which this individual is employed. For example, if the employee works half-time, type 50. If he works full-time, type 100. The field can be a maximum of three digits.</p>  |
| <b>Eligible for Re-hire</b>         | <p>Select if the employee is eligible for rehire.</p>  |
| <b>Extract ID</b>                   | <p>Type a three-character, locally assigned code (e.g., En1 = English 1, AL2 = Algebra 2, HI4 = History 4) for grouping employees, or click to select an extract ID. These codes are used to tag employee records for a batch process (e.g., copy or extract).</p>   |

| Field                             | Description   |
|-----------------------------------|---|
| <b>W-2 Elect Consent</b>          | <p>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.</p> <p>If the <b>W-2 Electronic Consent</b> field is not selected on <a href="#">Payroll &gt; Tables &gt; District EP Options &gt; EmployeePortal Options</a> tab, then this field is not applicable.</p> <ul style="list-style-type: none"> <li>• If Yes is selected, the employee must log on to EmployeePortal to print the W-2.</li> <li>• If No is selected, the employee will receive a printed, mailed copy from the LEA.</li> </ul> <p><b>Note:</b> 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.</p> |
| <b>1095 Elect Consent</b>         | Click  to select whether or not the employee provided consent to receive his Form 1095 electronically rather than receive a printed, mailed copy.  |
| <b>Original Emp. Date</b>         | Type the original date on which the individual was employed by the district in the MMDDYYYY format. This date does not change if the employee left the district, and then returned.   |
| <b>Latest Re-Employ Date</b>      | Type the date the employee began his current period of employment in the MMDDYYYY format. The field applies only to employees who worked for the district, left the district, and then returned. If the employee never left the district, the field is left blank.  |
| <b>Retirement Date</b>            | Type the date of retirement for the employee in the MMDDYYYY format.  |
| <b>Take Retiree Surcharge</b>     | Select if the district 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) are 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.   |
| <b>NY Take Retiree Surcharge</b>  | Select if the district 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.  |
| <b>Year Round</b>                 | Select if the employee is employed on the year-round calendar. When the field is selected, it populates the <b>Year-Round Teacher</b> field on the TRAQS MD40 record for the employee.  |
| <b>ERS Retiree Health Elig</b>    | 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) or Federal TRS-Care (FI).  |
| <b>NY ERS Retiree Health Elig</b> | 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.   |
| <b>Employment Type</b>            | <p><a href="#">Required TRS reporting field.</a></p> <p>Click  to select the employee's employment type code.</p> <ul style="list-style-type: none"> <li>• <i>F - Half-Time or more</i></li> <li>• <i>M - Temporary</i></li> <li>• <i>P - Less than Half-Time</i></li> <li>• <i>S - Substitute</i></li> </ul>  |

| Field                          | Description  |                          |   |                   |  |                 |   |
|--------------------------------|--|--------------------------|---|-------------------|--|-----------------|---|
| <b>Retiree Employment Type</b> | <p>Required TRS reporting field. (for retirees)</p> <p>Click  to select the retired employee's retiree employment type code.</p> <ul style="list-style-type: none"> <li>• C - Combination of Substitute and Half-Time or less</li> <li>• F - Full-Time</li> <li>• H - Half-Time or less</li> <li>• S - Substitute</li> </ul>  |                          |   |                   |  |                 |   |
| <b>PEIMS Auxiliary Role ID</b> | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td data-bbox="354 436 529 763"> <b>Auxiliary Role ID</b> </td> <td data-bbox="533 436 1474 763"> <p>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.</p> <p>For TSDS reporting purposes, multiple auxiliary roles can be entered without an end date.</p> </td> </tr> <tr> <td data-bbox="354 768 529 880"> <b>Begin Date</b> </td> <td data-bbox="533 768 1474 880"> <p>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 <b>Auxiliary Role ID</b> field is added or changed.</p> </td> </tr> <tr> <td data-bbox="354 884 529 996"> <b>End Date</b> </td> <td data-bbox="533 884 1474 996"> <p>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.</p> </td> </tr> </table> <p><b>Notes:</b></p> <p>The drop-down options are populated based on the year in the <b>School Year for PEIMS Codes</b> field on the Tables &gt; District HR Options page.</p> <p>This data is part of the StaffEducationOrgEmploymentAssociationExtension complex type collected in PEIMS Submission 1.</p> <p>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.</p> | <b>Auxiliary Role ID</b> | <p>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.</p> <p>For TSDS reporting purposes, multiple auxiliary roles can be entered without an end date.</p> | <b>Begin Date</b> | <p>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 <b>Auxiliary Role ID</b> field is added or changed.</p> | <b>End Date</b> | <p>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.</p> |
| <b>Auxiliary Role ID</b>       | <p>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.</p> <p>For TSDS reporting purposes, multiple auxiliary roles can be entered without an end date.</p>  |                          |   |                   |  |                 |   |
| <b>Begin Date</b>              | <p>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 <b>Auxiliary Role ID</b> field is added or changed.</p>   |                          |   |                   |  |                 |   |
| <b>End Date</b>                | <p>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.</p>  |                          |   |                   |  |                 |   |
| <b>Sub Type</b>                | <p>Click  to select the type of substitute teacher. This field is only displayed if the <b>Pay Type</b> field is set to 4 (Substitute) on the Job Info tab.</p>   |                          |   |                   |  |                 |   |

Under **Years Experience**:

In the **Professional** column:

|                    |  |
|--------------------|--|
| <b>Total</b>       | <p>Type the total years of professional experience for the employee. The field can be a maximum of two digits.</p>                 |
| <b>In District</b> | <p>Type the total years of professional experience for the employee in the district. The field can be a maximum of two digits.</p> |

In the **Non-Professional** column:

|                    |   |
|--------------------|---|
| <b>Total</b>       | Type the total years of non-professional experience for the employee. The field can be a maximum of two digits.                 |
| <b>In District</b> | Type the total years of non-professional experience for the employee in the district. 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. See Extract Teacher Service Record.

Under **Contract Information:**

|              |  |
|--------------|--|
| <b>Class</b> | Click <input type="button" value="v"/> to select the code that identifies any contract type or class identified by the district.   |
| <b>Term</b>  | Click <input type="button" value="v"/> 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.                                     |
| <b>Year</b>  | Click <input type="button" value="v"/> 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:**

|              |  |
|--------------|--|
| <b>Begin</b> | Type the date on which the employee begins extended leave of absence in the MMDDYYYY format. |
| <b>End</b>   | Type the date on which the employee ends extended leave of absence in the MMDDYYYY format.   |

Under **Termination:**

|                      |   |
|----------------------|---|
| <b>Date</b>          | Type the date that the termination of the employee takes effect in the MMDDYYYY format. This field is used only for employees who have been terminated from their positions. When a date is entered in the <b>Date</b> field, the system deselects all remaining months for the year in the <b>Unemployment Eligibility</b> section, except for the actual termination month. |
| <b>Reason</b>        | Click <input type="button" value="v"/> to select the reason the employee was terminated.  |
| <b>Full Semester</b> | Select if the employee worked a full semester that was less than 90 days.   |

Under **Grade(s) Taught**, type the grades the employee has taught (e.g., K-5).

Under **Unemployment Eligibility**, under each **Qtr** column, select each month that the employee's unemployment eligibility is effective. If the user selected **Unemployment Eligibility** in the Employee tab of the Mass Update utility, all **Qtr** columns are selected.

Under **Fingerprint Information:**

|                         |   |
|-------------------------|---|
| <b>Status</b>           | Click <input type="button" value="v"/> to select the code to indicate the status of an employee's data.   |
| <b>Extract Date</b>     | The extract date is populated when employee's data is extracted using the Extract Fingerprint utility. You can change the extract date, if necessary. |
| <b>Fingerprint Date</b> | Type the date on which the employee's fingerprint data was entered in the MMDDYYYY format.  |

Under **Estimated Annual Salary (Hourly Employees Only)**:

|                             |  |
|-----------------------------|--|
| <b>Budget Code Activity</b> | Type the activity code, or click ▼ to select the activity code from which the hourly employee's salary is allocated. |
| <b>Budget Code Fund</b>     | Type the fund code, or click ▼ to select the fund code from which the hourly employee's salary is allocated.         |
| <b>Budget Code Func</b>     | Type the function code, or click ▼ to select the function code from which the hourly employee's salary is allocated. |
| <b>Budget Code Obj</b>      | Type the object code, or click ▼ to select the object code from which the hourly employee's salary is allocated.     |
| <b>Budget Code Org</b>      |  |
| <b>Budget Code Prog</b>     | Type the program code, or click ▼ to select the program code from which the hourly employee's salary is allocated.   |
| <b>Amount</b>               | Type the whole dollar amount of the employee's salary.   |

Click **Save**.

**Other functions and features:**



## Back Cover