



# TSDS Days Employed Set - HRS3150



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This page is used to keep a record of the number of days an employee has been employed for TSDS reporting purposes and manage begin/end dates if corrections are necessary.

This page only applies to employees with **Employee Status** 1, 2, 3, 4, 5, or A as listed on the [Personnel > Maintenance > Employment Info](#) page. Each record displays the percent of day employed, the TSDS number of days employed, the begin and end dates, a date timestamp indicating when the record was created, and the module within the system where the update originated. A record is created whenever the number of days employed or percent of day employed is changed. Only one record without an end date is allowed. Note that the **# of Days Employed** will be calculated each day during the automatic extract at 6 PM even if a manual extract and send is executed in District Administration.

This information is reported in the TSDS StaffEducationOrganizationEmploymentAssociation>DaysEmployedSet and records the percent and number of days employed by the employee as well as the begin date and end date associated with the *PercentDaysEmployed* and *NumberDaysEmployed* data elements.

For additional guidance on TSDS reporting requirements related to the DaysEmployedSet, review the TWEDS website.

### Review or Modify data:

<b>Retrieve an existing record.</b>	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> .
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A list of days employed records for the employee is displayed.

Field	Description
<b>Percent Day Employed</b>	Displays the <b>Percent Day Employed</b> value from the <a href="#">Personnel &gt; Maintenance &gt; Employment Info</a> page. This is the percentage of a standard workday for which the employee is hired to work. This value must be greater than zero to avoid TSDS errors.
<b>TSDS # Days Employed</b>	Displays the actual number of at-work days within the school year that the employee is scheduled to work. This number excludes non-workdays such as holidays, weekends, or any other days the employee is not scheduled to work. This value must be greater than zero to avoid TSDS errors.
<b>Begin Date</b>	Displays the first day the employee is assigned the <b>Percent Day Employed</b> and <b>TSDS # Days Employed</b> . This field can be edited if a correction is necessary.
<b>End Date</b>	Displays the first day after the last day the employee was assigned the <b>Percent Day Employed</b> and <b>TSDS # Days Employed</b> . This field can be edited if a correction is necessary.
<b>Update DTS</b>	Displays a date timestamp indicating when the record was created.
<b>Module</b>	Displays the module within the system where the update originated.

Click **Save**.

**Other functions and features:**

<b>Retrieve</b>	The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost.
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