



## **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. Each record displays the percentage of day employed, the total number of TSDS days, the start and end dates, a date timestamp indicating when the record was created, and the module within the system where the update originated. This page only applies to employees with an **Employee Status** of 1, 2, 3, 4, 5, or A.

A record is created for each instance where data changes for the TSDS number of days employed or percent of day employed. Only one record without an end date is allowed.

### Add employment 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 employment records for the employee is displayed.

Field	Description
<b>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 district (LEA) workday for which the employee is hired to work. The percentage must be greater than zero.
<b>TSDS Nbr Days</b>	Displays the TSDS number of days employed. This value must be greater than zero to avoid TSDS errors.
<b>Begin Date</b>	Displays the begin date of the specific employment record. This field can be edited if a correction is needed.
<b>End Date</b>	Displays the end date of the specific employment record. This field can be edited if a correction is needed.
<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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