



# **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 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 in each instance where a data change occurs to the number of days employed or percent of day employed. Only one record without an end date is allowed.

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 information about TSDS reporting requirements related to the DaysEmployedSet, review the StaffEducationOrganizationEmploymentAssociation Entity page at <https://tealprod.tea.state.tx.us/TWEDSAPI/23/0/0/DataComponents/Entity/List/1946>.

### 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> . |
|-------------------------------------|---|

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 district (LEA) workday for which the employee is hired to work. The percentage must be greater than zero.                |
| <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 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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