

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 Employd** 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:

Retrieve an existing 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.

A list of days employed records for the employee is displayed.

Field	Description
Percent Day Employed	Displays the **Percent Day Employed** value from the Personnel > Maintenance > Employment Info 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.
TSDS # Days Employed	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.
Begin Date	Displays the first day the employee is assigned the **Percent Day Employed** and **TSDS # Days Employed**. This field can be edited if a correction is necessary.
End Date	Displays the first day after the last day the employee was assigned the **Percent Day Employed** and **TSDS # Days Employed**. This field can be edited if a correction is necessary.
Update DTS	Displays a date timestamp indicating when the record was created.
Module	Displays the module within the system where the update originated.

❑ Click **Save**.

Other functions and features:

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


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