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

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**.

Click the **Update TSDS Days** button to manually initiate a run of the TSDS Nightly Employment Update Chron Job (6:15PM job) for the selected employee. This process recalculates the TSDS days value based on any updates.

**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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