



extended_submission_enrollment

Table of Contents

Personnel > Reports > User Created Reports

Create the following report in the applicable school year's data to verify this data.

Save Create Report Delete Reset

Report Template
 ☐ Public Retrieve Directory

Report Title

Employee Nbr ☐ Employed Only

Employee Demographic

☒ Employee Nbr	☒ Staff ID/SSN	☐ Middle Name	☐ Phone Area Cd	☐ Last Change Date	☐ Email Contact	☒ Hispanic/Latino
☒ Texas Unique Staff ID	☐ Address Number	☐ Former Profile	☐ Phone Nbr	☐ Citizenship	☐ Relationship	☒ American Indian
☒ First Name	☐ Street/PO Box	☐ Former First Name	☐ Bus Phone Area	☐ Marital Stat	☐ Email Notes	☒ Asian
☒ Middle Name	☐ Apt	☐ Former Middle Name	☐ Bus Phone Nbr	☐ Other Language	☐ Email Area Cd	☒ African American
☒ Last Name	☐ City	☐ Former Last Name	☐ Bus Ext	☐ Local Use 1	☐ Email Phone Nbr	☒ Pacific Islander
☒ Generation	☐ State	☐ Former Generation	☐ Cell Area Cd	☐ Local Use 2	☐ Email Ext	☒ White
☒ Sex	☐ Zip	☐ Driver's License	☐ Cell Phone Nbr	☐ Email		
☒ DOB	☐ Zip+4	☐ DL State	☐ Local Restriction	☐ Home Email		
	☐ Adult Country	☐ DL Expir Date	☐ Public Restriction	☐ Employee Notes		

☐ Under **Demographic Data** select the fields to include in the report. The following fields are recommended:

- Employee Nbr
- Staff ID/SSN
- Texas Unique Staff ID
- First Name
- Middle Name
- Last Name
- Generation
- Sex
- DOB
- Hispanic/Latino
- American Indian
- Asian
- African American
- Pacific Islander
- White

Personnel > Reports > User Created Reports

Employment

☒ Employee Status Code	☐ Yrs Non-Professional Experience	☒ Original Emp Date	☐ Take Retiree Surcharge	☐ W-2 Elec Consent	☐ Termination Reason
☒ Highest Degree Achieved	☐ Yrs Non-Professional in District	☒ Latest Re-Employ Date	☐ NY Take Retiree Surcharge	☐ 1095 Elec Consent	☐ Termination Reason Descr
☐ Percent Day Employed	☐ Creditable Year of Service	☒ Retirement Date	☐ Extract ID	☐ RRS Retiree Health Flag	☐ Full Supervisor
☐ Ext Annual Salary	☐ Contract Class	☒ Termination Date	☐ Fingerprint Status	☐ NY RRS Retiree Health Flag	☐ Auxiliary Role ID
☒ Yrs Professional Experience	☐ Contract Term	☐ Extended Leave Begin	☐ Fingerprint Extract Date	☒ Employment Type	☐ Auxiliary Role Effective Date
☒ Yrs Professional in District	☐ Contract Year	☐ Extended Leave End	☐ Fingerprint Date	☐ Retiree Employment Type	☐ Highly Qualified
☐ Yrs Prior Teaching	☐ Grades Taught	☐ RRS Lock-In Letter	☐ Extract for TSEPS		☐ Paraprofessional Certification
					☐ Paraprofessional Cert Effective Date

☐ Under **Employment** select the fields to include in the report. The following fields are recommended:

- Employee Status Code
- Highest Degree Achieved
- Yrs Professional Experience
- Yrs Professional in District
- Original Emp Date
- Latest Re-Employ Date
- Retirement Date
- Termination Date
- Employment Type

☐ Click **Create Report**

Use the list to verify staff demographic data for reported staff members.



Back Cover