



extended_submission_staff_verify

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Personnel > Reports > User Created Reports

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

The screenshot shows the 'User Created Reports' form. At the top are buttons for 'Save', 'Create Report', 'Delete', and 'Reset'. Below these is a 'Report Template' section with a text input field, a 'Public' checkbox, and 'Retrieve' and 'Directory' buttons. The 'Report Title' section has a text input field. The 'Employee Nbr' section has a text input field and an 'Employed Only' checkbox. The 'Employee Demographic' section is highlighted with a red box and contains a grid of checkboxes for various employee attributes. The following table lists the fields shown in the 'Employee Demographic' section:

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

☐ 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

The screenshot shows the 'User Created Reports' form. The 'Employment' section is highlighted with a red box and contains a grid of checkboxes for various employment attributes. The following table lists the fields shown in the 'Employment' section:

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 Service
☐ Est 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.



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