



extended_submission_staff_verify

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

Personnel > Reports > User Created Reports

Under **Demographic Data** select any fields you'd like included on the report. It is recommended to include:

- 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

The screenshot shows a web interface for creating reports. At the top are buttons: '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. Underneath is a 'Report Title' section with a text input field. Then, there's an 'Employee Nbr' input field and an 'Employed Only' checkbox. The main section is titled 'Employee Demographic' and contains a grid of checkboxes for various fields. The following fields are checked:

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

Other visible but unchecked fields include: Name Profile, Address Number, Street/P.O. Box, Apt, City, State, Zip, Zip+4, Public Country, Former Profile, Former First Name, Former Middle Name, Former Last Name, Former Generation, Driver's License, DL State, DL Expiration Date, Phone Area Cd, Phone Nbr, Bus Phone Area, Bus Phone Nbr, Bus Ext, Cell Area Cd, Cell Phone Nbr, Local Restriction, Public Restriction, Last Change Date, Citizenship, Marital Stat, Other Language, Local Use 1, Local Use 2, Email, Home Email, Email Contact, Relationship, Email Notes, Email Area Cd, Email Phone Nbr, Email Ext, and Employee Notes.

Under **Employment** select any fields you'd like included on the report. It is recommended to include:

- 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

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	☐ ERS Retiree Health Elig	☐ Full Service/der
☐ Est Annual Salary	☐ Contract Class	☒ Termination Date	☐ Fingerprint Status	☐ NY ERS Retiree Health Elig	☐ 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	☐ ERS Lock-In Letter	☐ Extract for TSED		☐ Paraprofessional Certification
					☐ Paraprofessional Cert Effective Date

☐ Click **Create Report**

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



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