



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

The screenshot shows the 'User Created Reports' interface. 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. A 'Report Title' section has a text input field. Below that is 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
- Staff ID/SSN
- Texas Unique Staff ID
- Name Profile
- First Name
- Middle Name
- Last Name
- Generation
- Sex
- DOB
- 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

The screenshot shows the 'Employment' section of the report configuration interface. It contains a grid of checkboxes for various fields. The following fields are checked:

- Employee Status Code
- Highest Degree Achieved
- Yrs Professional Experience
- Yrs Professional in District
- Yrs Prior Teaching
- Original Emp Date
- Latest Re-Employ Date
- Retirement Date
- Termination Date
- Extended Leave Begin
- Extended Leave End
- EPS Lock-In Letter
- Take Retiree Surcharge
- NY Take Retiree Surcharge
- Contract ID
- Fingerprint Status
- Fingerprint Extract Date
- Fingerprint Date
- Extract for TSOS
- W-2 Elec Consent
- 1095 Elec Consent
- ERS Retiree Health Plan
- NY ERS Retiree Health Plan
- Employment Type
- Retiree Employment Type
- Termination Reason
- Termination Reason Descr
- Full Gender
- Auxiliary Role ID
- Auxiliary Role Effective Date
- Highly Qualified
- 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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