



extended_submission_staff_verify

Table of Contents

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 is a 'Report Template' section with a text input and a 'Public' checkbox. A 'Report Title' section has a text input. An 'Employee Nbr' section has a text input and an 'Employed Only' checkbox. The 'Employee Demographic' section is highlighted with a rounded rectangle 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
- Percent Day Employed
- Est Annual Salary
- Yrs Professional Experience
- Yrs Professional in District
- Yrs Prior Teaching
- Yrs Non-Professional Experience
- Yrs Non-Professional in District
- Creditable Year of Service
- Contract Class
- Contract Term
- Contract Year
- Grades Taught
- Original Emp Date
- Latest Re-Employ Date
- Retirement Date
- Termination Date
- Extended Leave Begin
- Extended Leave End
- RRS Lock-In Letter
- Take Retiree Surcharge
- NY Take Retiree Surcharge
- Extract ID
- Fingerprint Status
- Fingerprint Extract Date
- Fingerprint Date
- Extract for TSDPS
- W-2 Elec Consent
- 1095 Elec Consent
- RRS Retiree Health Flag
- NY RRS Retiree Health Flag
- Employment Type
- Retiree Employment Type
- Termination Reason
- Termination Reason Descr
- Full Supervisor
- 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.



Back Cover