



Update non-employee records

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Update non-employee records

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For contracted instructional staff, complete all fields under **Instructional Staff**.

Save

NON-EMPLOYEE TSDS

Employee Nbr: 000022 Name: CONSULTANT, BUSINESS Retrieve Directory Add Delete Print TSDS Unique ID

Title	First	Middle	Last	Generation	
Employee Nbr	000022	Name	BUSINESS	CONSULTANT	

Work E-mail

Job Code: 9999 - UNDEFINED

Highly Qualified: ☐

Local Use

1:

2:

TRA Years Experience

TRA Teaching Experience:

TRA Eligibility: ☐

Instructional Staff

SSN: 123-45-6789 TX Unique Staff ID: 1234567890

Sex: F - Female TSDS Staff Type:

Date of Birth: 07-01-1971

Races

Hispanic: ☐ American Indian: ☐ Asian: ☒ Black: ☐ Pacific Islander: ☐ White: ☐

Days Employed: 187 Begin Date: 08-11-2026

Total Years: 10 End Date: 05-28-2027

District Years: 10 Extract for TSDS: ☐

Percent of Day: 100% Prior Teaching Years: 10

Highest Degree: 1 - Bachelor's

☐ Be sure to select a **TSDS Staff Type** code for all non-employees who have a start date within the PEIMS school year that you are currently working in.

- Select *3 - Contracted Professional Staff* if the staff member is a Contracted Professional (instructional and non-instructional).
- Select *4 - In-District Charter Prtnr Campus Teacher* if the staff member is a teacher employed at an In-district Charter Partner Campus.

Notes:

- Typically for staff paid out of Finance, not Payroll.
- A non-employee cannot have the same Social Security Number and Texas Unique Staff ID as an active employee in Personnel or Payroll.

Full-time equivalents (FTEs) are calculated in the following manner:

- If *NumberDaysEmployed* is greater than or equal to 187, then $FTE = \text{PercentDayEmployed} \div 100$.
- If *NumberDaysEmployed* is less than 187, then $FTE = (\text{PercentDayEmployed} \div 100) \times (\text{NumberDaysEmployed}) / 187$

District Administration > Maintenance > Non-Employee > TSDS

Create TSDS/Responsibility records for non-employees. Note that any updates made to the Non-Employee tab will not create new records on this tab.

Note: Non-employees can have multiple responsibility records for the same year, provided that each record has a different **Staff Service** value.

Maintenance > Non-Employee
District Administration

Save

NON-EMPLOYEE
TSDS

Employee Nbr: 001563
Name: SMITH, SANDRA
Retrieve
Directory

TSDS Days Employed Set

Percent Day Employed	TSDS # Days Employed	Begin Date	End Date
100	187	08-01-2024	

First 1 / 1 Last

Responsibility

Delete	Details	Year	Campus	Staff Classification
		2026	001 - ASCENDER High School	011 - Educational Diagnostic
		2025	001 - ASCENDER High School	011 - Educational Diagnostic

Add

School Year for PEIMS Codes: 2026

Job Code: 0060 DYSLLEXIA
Campus: 001 ASCENDER High School
Co-op/SSA LEA:
Staff Classification: 011 - Educational Diagnostician
ESC/SSA: School District Employee

Staff Service: SE000001 - Special Education, Generic
SPED Student Age Range: 02 Age 5 (KG) Through 21
Pop Served: 06 Special Ed Students
Monthly Minutes: 08000
of Students: 10
Begin Date: 08-11-2025
End Date:



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