



## Personnel Report



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# Personnel Report

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This report allows you to verify demographic, responsibilities, salary, and account data for employees, one employee per page.

Use the **Include Reports** parameter to select *Personnel*, *Job*, *Responsibility*, and *Distributions*.



**TIP:** You can also generate user-created reports to assist you in verifying data.

Reports > Personnel Reports > Employee Data Listing

Personnel

Preview PDF CSV Clear Options

Personnel Reports

- [HRS1000 - Roster of Personnel](#)
- [HRS1050 - Employee Birthday List](#)
- [HRS1100 - Employee Verification Report](#)
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- [HRS1400 - Teacher Service Record](#)
- [HRS1450 - Employee Mailing Labels](#)
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- [HRS1700 - Social Security Number Verification](#)
- [HRS1750 - Teacher Incentive Allotment Designation Report](#)

HRS1250 - Employee Data Listing

| Parameter Description                                          | Value               |
|----------------------------------------------------------------|---------------------|
| Sort by Alpha (A), Pay Campus (C), Primary Campus (P)          | A                   |
| Include Reports (Select From List)                             | Y,N,Y,N,N,N,N,Y,Y,N |
| Include SSN on Report? (Y/N)                                   | N                   |
| Include Number of Days Employed / in Contract on Report? (Y/N) | Y                   |
| From Last Name (3 letters)                                     |                     |
| To Last Name (3 letters)                                       |                     |
| Pay Status Active (A), Inactive (I), or blank for ALL          |                     |
| Pay Type 1-4, or blank for ALL                                 |                     |
| Select Pay Campus(es), or blank for ALL                        |                     |
| Select Primary Campus(es), or blank for ALL                    |                     |
| Select Extract ID(s), or blank for ALL                         |                     |
| Select Employee(s), or blank for ALL                           |                     |
| E-mail Subject                                                 |                     |
| E-mail Message                                                 |                     |
| From Pay Date (MMDDYYYY), or blank for ALL                     |                     |
| To Pay Date (MMDDYYYY), or blank for ALL                       |                     |
| Select Frequency                                               |                     |

Include Reports

- ☒ Personnel
- ☐ Payroll
- ☒ Job
- ☐ TRS
- ☐ Calendar YTD
- ☐ School YTD
- ☐ Leave
- ☐ Deduction
- ☒ Distribution
- ☒ Responsibility
- ☐ Permit

OK Cancel

| Employee Data Listing<br>ISD                                |                         |                                                            |  | Program: HRS1250<br>Page: 1 of 2<br>Frequency: 6                                                                   |
|-------------------------------------------------------------|-------------------------|------------------------------------------------------------|--|--------------------------------------------------------------------------------------------------------------------|
| Date Run:                                                   |                         | Employee Data Listing                                      |  | Program: HRS1250                                                                                                   |
| Cnty Dist:                                                  |                         | ISD                                                        |  | Page: 1 of 2                                                                                                       |
| Emp Nbr: 001604                                             |                         | Emp Name: STEWART, SHARON ELISABETH                        |  | Frequency: 6                                                                                                       |
| <b>Payroll Name &amp; Primary Address</b>                   |                         | <b>Former Name &amp; Alternate Address</b>                 |  | <b>Primary Campus:</b> 101 - ASCENDER Middle School                                                                |
| Last: STEWART                                               |                         | Last:                                                      |  | <b>Payroll Campus:</b> 101 - ASCENDER Middle School                                                                |
| First: SHARON                                               |                         | First:                                                     |  | <b>Info Restrict:</b> N <span style="float: right;"><b>Gender:</b> F - Female</span>                               |
| Middle: ELISABETH                                           |                         | Middle:                                                    |  | <b>Restrict Public:</b> N <span style="float: right;"><b>Marital Stat:</b> M - Married</span>                      |
| Title: Gen:                                                 |                         | Title: Gen:                                                |  | <b>Local Area 1:</b> <span style="float: right;"><b>Birth Date:</b> 07-24-1979</span>                              |
| Street: 20300 TRUMAN DR                                     |                         | Street:                                                    |  | <b>Local Area 2:</b> <span style="float: right;"><b>Last Chg:</b> 09-10-2020</span>                                |
| City/St: Alamo City, TX                                     |                         | City/St:                                                   |  | <b>Drivers Lic#:</b> 27512429 <span style="float: right;"><b>TX</b></span>                                         |
| Zip Cd: 28178                                               |                         | Zip Cd:                                                    |  | <b>DL Expir Date:</b> 07-24-2021 <span style="float: right;"><b>Deceased:</b> N</span>                             |
| Country:                                                    |                         |                                                            |  | <b>TRS Beg. Dt:</b> 07-20-2020 <span style="float: right;"><b>Citizen:</b> Y</span>                                |
| Phone: (555) 576-6743 Cell: ( )                             |                         | Bus Ph: ( ) Bus Ext:                                       |  | <b>Hispanic/Latino</b> <input type="checkbox"/> <b>Black/African American</b> <input type="checkbox"/>             |
| Wk E-mail:                                                  |                         | Hm E-mail:                                                 |  | <b>Asian</b> <input type="checkbox"/> <b>American Indian/Alaskan Native</b> <input type="checkbox"/>               |
| Supplemental Address:                                       |                         |                                                            |  | <b>White</b> <input checked="" type="checkbox"/> <b>Native Hawaiian/Other Pacific Isl</b> <input type="checkbox"/> |
| Country:                                                    |                         |                                                            |  |                                                                                                                    |
| Delivery Name:                                              |                         |                                                            |  |                                                                                                                    |
| Emergency Contact: JFFY NDN                                 |                         | Relation: SPOUSE                                           |  | <b>Bilingual:</b>                                                                                                  |
| Phone: (555) 286-1908 Ext:                                  |                         |                                                            |  |                                                                                                                    |
| Emergency Notes:                                            |                         |                                                            |  |                                                                                                                    |
| Personnel Information                                       |                         |                                                            |  |                                                                                                                    |
| <b>Employee Status:</b> 2 - Active auxiliary per            |                         | <b>Original Emp. Date:</b> 07-20-2020                      |  | <b>Primary Job Code:</b> 0056 - MMS OFFICE/CLERICAL                                                                |
| <b>Highest Degree:</b> 0 - No Bachelor's                    |                         | <b>Latest Reemploy Date:</b>                               |  | <b>Primary EEOC:</b> 15 - Clerical/Sec staff                                                                       |
| <b>Percent Day Employed:</b> 100%                           |                         | <b>Retirement Date:</b>                                    |  | <b>Percent Assign:</b> 100%                                                                                        |
| <b>Eligible for Rehire:</b> <input type="checkbox"/>        |                         | <b>Take Retiree Surcharge:</b> <input type="checkbox"/>    |  | <b>Paraprofessional Certification:</b> <input type="checkbox"/>                                                    |
| <b>Extract ID:</b> 216 - 216-DAY                            |                         | <b>NY Take Retiree Surcharge:</b> <input type="checkbox"/> |  | <b>Paraprofessional Cert Effective Date:</b>                                                                       |
| <b>W-2 Elec Consent:</b>                                    |                         | <b>Year Round:</b> <input type="checkbox"/>                |  | <b>Employment Type:</b> F - Half-Time or more                                                                      |
| <b>1095 Elec Consent:</b>                                   |                         | <b>ERS Retiree Health Elig:</b> <input type="checkbox"/>   |  | <b>Retiree Employment Type:</b>                                                                                    |
|                                                             |                         |                                                            |  | <b>NY ERS Retiree Health Elig:</b> <input type="checkbox"/>                                                        |
| <b>Experience</b>                                           |                         | <b>Contract Information</b>                                |  | <b>Termination</b>                                                                                                 |
| <b>Professional</b>                                         | <b>Non-Professional</b> | <b>Class:</b> X - OTHER                                    |  | <b>Begin:</b>                                                                                                      |
| <b>Total:</b> 05                                            | <b>Total:</b> 05        | <b>Term:</b> NO - NO CONTRACT                              |  | <b>End:</b>                                                                                                        |
| <b>In District:</b> 05                                      | <b>In District:</b> 05  | <b>Year:</b> NO - NOT APPLICABLE                           |  | <b>Date:</b>                                                                                                       |
| <b>Creditable Year of Service:</b> <input type="checkbox"/> |                         | <b>Begin:</b> 07-14-2025                                   |  | <b>Reason:</b>                                                                                                     |
| <b>Grade(s) Taught:</b>                                     |                         | <b>End:</b> 06-19-2026                                     |  | <b>Full Semester:</b> <input type="checkbox"/>                                                                     |
| <b>Yrs Prior Teaching:</b> 0                                |                         |                                                            |  |                                                                                                                    |

| Job Information                  |                                     |                |          |                               |            |                  |           |                                               |            |             |             |
|----------------------------------|-------------------------------------|----------------|----------|-------------------------------|------------|------------------|-----------|-----------------------------------------------|------------|-------------|-------------|
| Job Code:                        | 0056 - MMS OFFICE/CLERICAL          |                |          | Calendar Info                 |            |                  |           | State Info                                    |            |             |             |
| Primary Job:                     | <input checked="" type="checkbox"/> |                |          | Calendar: 10 216 DAYS         |            |                  |           | TRs Year: <input checked="" type="checkbox"/> |            |             |             |
| Incr Pay Step:                   | <input checked="" type="checkbox"/> |                |          | Begin Date: 07-14-2025        |            |                  |           | State Step:                                   |            |             |             |
| Primary Campus:                  | 101 - ASCENDER Middle School        |                |          | End Date: 06-19-2026          |            |                  |           | TRs Mbr Pos: 03 - Support staff               |            |             |             |
| Job Dept:                        |                                     |                |          | Payoff Date: 07-24-2026       |            |                  |           | Yrs in Career Ladder: 0                       |            |             |             |
| Percent Assigned:                | 100%                                |                |          | Nbr of Days Empld: 216        |            |                  |           | Retiree Exception: -                          |            |             |             |
| Pay Grade:                       | 417                                 |                |          | Contract Info                 |            |                  |           | Accrual Info                                  |            |             |             |
| Pay Step:                        | 05                                  |                |          | Contract Amt: 34,904.00       |            |                  |           | Accrue Code:                                  |            |             |             |
| Sched:                           |                                     |                |          | Contract Balance: 31,995.33   |            |                  |           | Accrual Rate: .000                            |            |             |             |
| Max Days:                        | 216                                 |                |          | Nbr of Annual Pymts: 12       |            |                  |           | State Min Salary                              |            |             |             |
| Nbr Days Off:                    | .0                                  |                |          | Remaining Pymts: 11           |            |                  |           | Percent Assigned: 100%                        |            |             |             |
| Hrs/Day:                         | 8.000                               |                |          | Nbr of Months in Contract: 11 |            |                  |           | State Min Salary: .00                         |            |             |             |
| EEOC:                            | 15 - Clerical/Sec staff             |                |          | Nbr of Days in Contract: 0    |            |                  |           | Standard Pay Rate                             |            |             |             |
| Pay Type:                        | 2 - Non-contracted emp              |                |          | Daily Rate                    |            |                  |           | Pay Rate: 2,908.67                            |            |             |             |
| Reg Hrs Worked:                  | .00                                 |                |          | Daily Rate of Pay: 161.593    |            |                  |           |                                               |            |             |             |
| Exempt Status:                   | <input type="checkbox"/>            |                |          |                               |            |                  |           |                                               |            |             |             |
| Account Distribution Information |                                     |                |          |                               |            |                  |           |                                               |            |             |             |
| 0056 - MMS OFFICE/CLERICAL       |                                     |                |          |                               |            |                  |           |                                               |            |             |             |
| Account Code                     | Description                         | Amount         | Percent  | Account Type                  | Extra Duty | Activity Code    | TRs Grant | WC Code                                       | Exp 373    | Emplr Contr | Perf Pay    |
| 199-23-6129.00-101-611000        | SUPPORT SALARIES                    | 34,904.00      | 1.000    | G - Standard                  |            | 80 - Base Salary |           | B                                             | N          | Y           | N           |
| Staff Responsibilities           |                                     |                |          |                               |            |                  |           |                                               |            |             |             |
| Campus                           | Staff Classification                | Co-op/ SSA LEA | Pop Srvd | SPED Student Age Range        | Nbr Stu    | Monthly Minutes  | ESC / SSA | Job Code                                      | Begin Date | End Date    | School Year |
| 001 - ASCENDER High School       | 033                                 |                | 01       |                               |            | 08000            |           |                                               | 07-08-2024 |             | 2026        |
| End of Report                    |                                     |                |          |                               |            |                  |           |                                               |            |             |             |



**TIP:** All new staff should be entered in Personnel and Payroll on the same day by 6pm (if possible). If the required staff data is not available or cannot be entered the same day, the recommended best practice is to set the **Employee Status** field to 0 - Pending to prevent the record from being included in the overnight extract with incomplete information. Be sure to review [TSDS Best Practices for New Employee Records](#).

## Personnel

[Personnel](#) > [Maintenance](#) > [Staff Demo](#) > [Demographic Information](#)

Maintenance > Staff Demo Personnel

Save

Employee:  Retrieve Directory Add Emp TSDS Unique ID

DEMOGRAPHIC INFORMATION CREDENTIALS VERIFICATION INSURANCE SERVICE RECORD RESPONSIBILITY

Staff ID/SSN:  Texas Unique Staff ID:  Last Change: 08-02-2024

Name

Legal:       Maiden Name

Former:       Title First Middle Last Generation

Sex:  F Female Citizenship ☒ Driver's License:  DL State:  TX Texas

DOB:  06-09-1954 Marital Stat:  M Married Deceased ☐ DL Expir Date:  00-00-0000 Other Language ☐

Ethnicity

Hispanic/Latino ☐

Race (check all that apply; must select at least one)

American Indian Alaskan Native ☐ Native Hawaiian Pacific Islander ☐

Asian ☐ White ☒

Black African American ☐

When adding new Personnel and Payroll records in ASCENDER, **it is highly recommended** to create the records on the same day. This allows the **Begin** and **End Dates** to be extracted correctly during the automatic extract at 6 PM. Verify that the following fields are complete:

- **Staff ID/SSN**
- **Texas Unique Staff ID**
- **First, Middle, and Last Name**
- **Generation**
- **Sex**
- **DOB**
- **Ethnicity** (if applicable)
- **Race (check all that apply; must select at least one)**



**TIP:** Before running a mass update, enter an **End Date** on the responsibility records for any employees who have been terminated or reassigned. This prevents ended responsibilities from being copied forward.

[Personnel > Utilities > Mass Update > Responsibility](#)

☐ Under **Parameters**, select the appropriate parameters for the employees whose responsibility data is to be updated.

☐ Under **Copy**, in the **School Year** field:

|             |                                                                                             |
|-------------|---------------------------------------------------------------------------------------------|
| <b>From</b> | Type the school year from which you want to copy responsibility records in the YYYY format. |
| <b>To</b>   | Type the school to which you want to copy responsibility records in the YYYY format.        |

**Note:** The **From School Year** is the prior year and the **To School Year** is the current year.

☐ Click **Execute** to execute the process. A preview report is displayed. The report only lists available responsibilities to be copied based on the set parameters. Duplicates are not allowed. [Review the report.](#)

☐ Click **Process** to proceed.

A message is displayed indicating that the process was completed successfully.

[Personnel > Maintenance > Staff Demo > Responsibility](#)

Maintenance > Staff Demo Personnel

Save

Employee: 001604 : STEWART, SHARON ELISABETH Retrieve Directory

DEMOGRAPHIC INFORMATION CREDENTIALS VERIFICATION INSURANCE SERVICE RECORD RESPONSIBILITY

| Delete | Details | Year | Campus                     | Staff Classification   | Staff Service |
|--------|---------|------|----------------------------|------------------------|---------------|
|        |         | 2026 | 001 - ASCENDER High School | 033 - Educational Aide | SA000003      |
|        |         | 2025 | 001 - ASCENDER High School | 033 - Educational Aide | SA000003      |

+ Add

School Year for PEIMS Codes: 2026

|                       |                          |                         |                                                         |
|-----------------------|--------------------------|-------------------------|---------------------------------------------------------|
| Job Code:             | <input type="text"/>     | Staff Service:          | SA000003 - Instructional Educational Aide               |
| Campus:               | 001 ASCENDER High School | SPED Student Age Range: | 00 Not Providing Services to Special Education Students |
| Co-op/SSA LEA:        | <input type="text"/>     | Pop Served:             | 01 Regular Students                                     |
| Staff Classification: | 033 - Educational Aide   | Monthly Minutes:        | 08000                                                   |
| ESC/SSA:              | School District Employee | # of Students:          | 000                                                     |
|                       |                          | Begin Date:             | 07-14-2025                                              |
|                       |                          | End Date:               | 00-00-0000                                              |

**Note:** Verify that the **School Year for PEIMS Codes** is the current PEIMS school year that you are working in. If the **School Year for PEIMS Codes** field needs to be updated, changes can be made on the [Personnel > Tables > District HR Options](#) page.

- **Campus**
- **Co-op/SSA LEA** - Co-op staff should be reported by the fiscal agent. Type the nine-digit ID (six-digit district ID + three-digit campus ID) to identify the LEA (district and campus) where the SSA/Co-op employees has work assignment records if other than their home district/campus. If this field is populated, then the **Campus** field should be blank and vice versa.
- **Staff Classification** - This field is previously known as **Role ID** and identifies the capacity in which a person serves.
- **ESC/SSA** - This field can be blank if it is not applicable.
- **Staff Service** - Refers to the services supplied by staff.
- **SPED Student Age Range**
- **Pop Served**
- **Monthly Minutes** - The total minutes devoted to a particular service in a standard month. A standard month is the four weeks in October, including the PEIMS Fall snapshot date (last Friday in October). For example, a class taught for one hour every day would report 1,200 monthly minutes (60 minutes x 5 days x 4 weeks). This field cannot be blank, a value is required even if it is zero.
- **# of Students** (in class) - This field cannot be blank, a value is required even if it is zero.

- **Begin Date**

- **End Date**- An end date is not required for the 2025 record unless the employee is terminated, no longer in the position, or the record should be excluded from the Mass Update process.
  - If an End Date is entered, the record will not be copied from 2025 to 2026 during the year-to-year Mass Update.
  - If the employee is continuing in the same position, create a 2026 record so it will be included in the submission.

**TIPS:**


- Responsibility records with a Staff Service that begins with SE must have **Pop Served** set to 06.
- Responsibility records for aides must have **Number of Students** set to 0.

## Personnel > Maintenance > Employment Info

Maintenance > Employment Info

Personnel

Save

Employee:  Retrieve Directory Documents

**EMPLOYMENT INFO**

Employee Status: 1 Active professional

**Employed**

**Employment Dates**

Original Emp Date: 08-07-1989  
 Latest Re-Employ Date: 07-31-2023  
 Termination Date: 00-00-0000  
 Extract for TSDS: ☐  
 Termination Reason:   
 Eligible for Re-hire: ☐  
 Percent Day Employed: 100%  
 Pct Day Employed Effective Date: 07-31-2023

**Employment Types**

Employment Type: F Half-Time or more  
 Sub Type:   
 Highly Qualified: ☐  
 Year Round: ☐  
 Extract ID: SEP 10 MONTH EMPLOYEES  
 Highest Degree: 1 Bachelor's

**Retiree Information**

Retirement Date: 00-00-0000  
 Retiree Employment Type:   
 Take Retiree Surcharge: ☐  
 NY Take Retiree Surcharge: ☐

**Years Experience**

--Non-Professional--  
 Total: 18  
 In District: 18  
 Prior Teaching: ☐  
 Creditable Year of Service: ☒

**Electronic Consent**

W-2:   
 1095:

**Service Record**

Full Semester: ☐  
 Grades Taught: 9-12

**Contract Information**

Class:   
 Term:   
 Year:

**Extended Leave**

Begin: 00-00-0000  
 End: 00-00-0000

**Fingerprint Information**

Status: N Not extracted  
 Extract Date: 00-00-0000  
 Fingerprint Date: 00-00-0000

**TRA Years Experience**

TRA Teaching Experience: 0  
 TRA Eligibility: ☐

**Auxiliary Role ID**

| Delete                   | Auxiliary Role ID    | Begin Date | End Date |
|--------------------------|----------------------|------------|----------|
| <input type="checkbox"/> | <input type="text"/> | --         | --       |

[Add](#)

**Paraprofessional Certification**

| Delete                   | Para Cert                | Begin Date | End Date |
|--------------------------|--------------------------|------------|----------|
| <input type="checkbox"/> | <input type="checkbox"/> | --         | --       |

[Add](#)

To ensure that an employee's TSDS Days Employed Set is calculated correctly and to prevent

employees from being included on the Unaffiliated Staff list in TSDS, verify that the following fields are complete:

- **Employee Status** - Staff records with a pay type of 1-5, A are extracted for TSDS reporting if the **Employee Status** is *1 - Active professional, 2 - Active auxiliary per, 3 - Retired, 4 - Resigned, 5 - On Leave, or A - Long Term Substitute*.
- **Original Emp Date** - The original date on which the individual was employed by the LEA.
- **Latest Re-Employ Date** - Complete this field if the employee worked for the LEA, left the LEA, and then returned. **Note:** Do not delete the **Original Emp Date** but do delete **Termination Date** and **Termination Reason**.
- **Termination Date** - Type the date that the termination of the employee went into effect. The termination date and reason are used to exclude the employee from TEA reporting.
- **Termination Reason** - Click ▼ to select the reason the employee was terminated. The termination date and reason are used to exclude the employee from TEA reporting.
- **Extract for TSDS** - Select to include the employee in TSDS Staff Domain extracts regardless of their employment status. This allows those individuals with a **Not Employed** status to be included in the TSDS extract process. This option is useful for job abandonment instances where a termination date must be entered.
- **Percent Day Employed** - Type the percentage of a standard district workday for which the employee is hired to work. For an employee on contract, the percentage can be determined directly from the contract: full-time = 100, half-time = 050, and so on. For a non-contract employee, the percentage can be determined as follows. For example, the standard workday for the LEA is 7 hours. An employee is hired to work for 4 hours per day. This data element is coded as 057 for the employee because  $4/7 = .571$  is rounded down. Employees such as cafeteria workers and bus drivers who work only a few hours each day should not be reported as 100 in this field. Consider the number of hours worked in relation to the standard LEA workday, not the job. The field can be a maximum of three digits.
- **Pct Day Employed Effective Date** - Reflects the employee's start date or date of hire or the effective date of when an employee's percent day employed is changed.
- **Employment Type** - If the employee is retired, ensure the **Retiree Information** section is completed.
- **Highest Degree**
- **Total Years Professional Experience**
- **Total Years Experience In District** (professional staff only)
- **Auxiliary Role ID, Begin Date and End Date**, if applicable (TSDS = Staff Classification)- Complete this field for auxiliary staff (not aides) paid from 6129. For TSDS reporting, the end date should reflect the first day after the last day a nonexempt auxiliary staff was assigned to the AuxiliaryRoleId descriptor (i.e., the day after the last day the employee held the position).

**Note:** Professional and paraprofessional staff may also be reported with an Auxiliary Role ID if they serve the LEA in a non-professional or non-paraprofessional role. A classroom teacher (Staff Classification 087) who also drives a bus route for the school would require an Auxiliary Role ID to be reported. In this case, the employee would have at least two payroll accounting entries; one with object code 6119 and one with object code 6129.

As there may be duplication between Staff Classification and Auxiliary Role ID, the LEA must use its discretion in determining if the employee is serving in a professional or non-professional capacity.

- **Paraprofessional Certification, Begin Date and End Date**, if applicable - For TSDS

reporting, the end date should reflect the day after the last day a para-professional staff was certified (i.e., the day after the last day that the certification was valid).

## Personnel > Maintenance > TSDS Days Employed Set

This page is used to keep a record of the number of days an employee has been employed for TSDS reporting purposes and manage begin/end dates if corrections are necessary.

This page only applies to employees with **Employee Status** 1, 2, 3, 4, 5, or A as listed on the [Personnel > Maintenance > Employment Info](#) page. Each record displays the percent of day employed, the TSDS number of days employed, the begin and end dates, a date timestamp indicating when the record was created, and the module within the system where the update originated. A record is created whenever the number of days employed or percent of day employed is changed. Only one record without an end date is allowed.

This information is reported in the TSDS

StaffEducationOrganizationEmploymentAssociation>DaysEmployedSet and records the percent and number of days employed by the employee as well as the begin date and end date associated with the *PercentDaysEmployed* and *NumberDaysEmployed* data elements.

| Percent Day Employed | TSDS # Days Employed | Begin Date | End Date | Update DTS              | Module |
|----------------------|----------------------|------------|----------|-------------------------|--------|
| 100%                 | 226                  | 11-09-2004 | -        | 2024-10-28 21:36:10.103 |        |



## Back Cover