ASCENDER®
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS

Personnel Report

Table of Contents

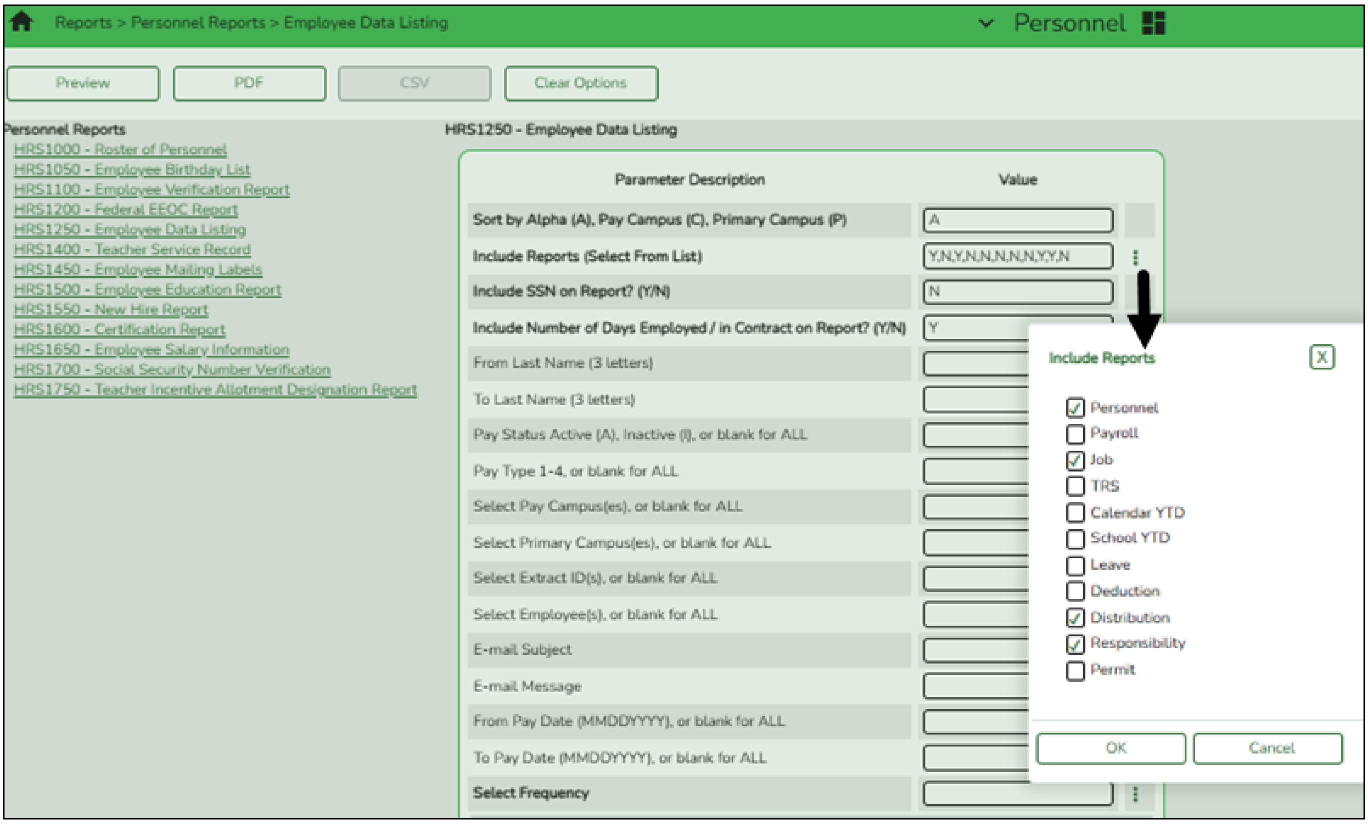
Personnel Report

Personnel > Reports > Personnel Reports > HRS1250 - Employee Data Listing

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.



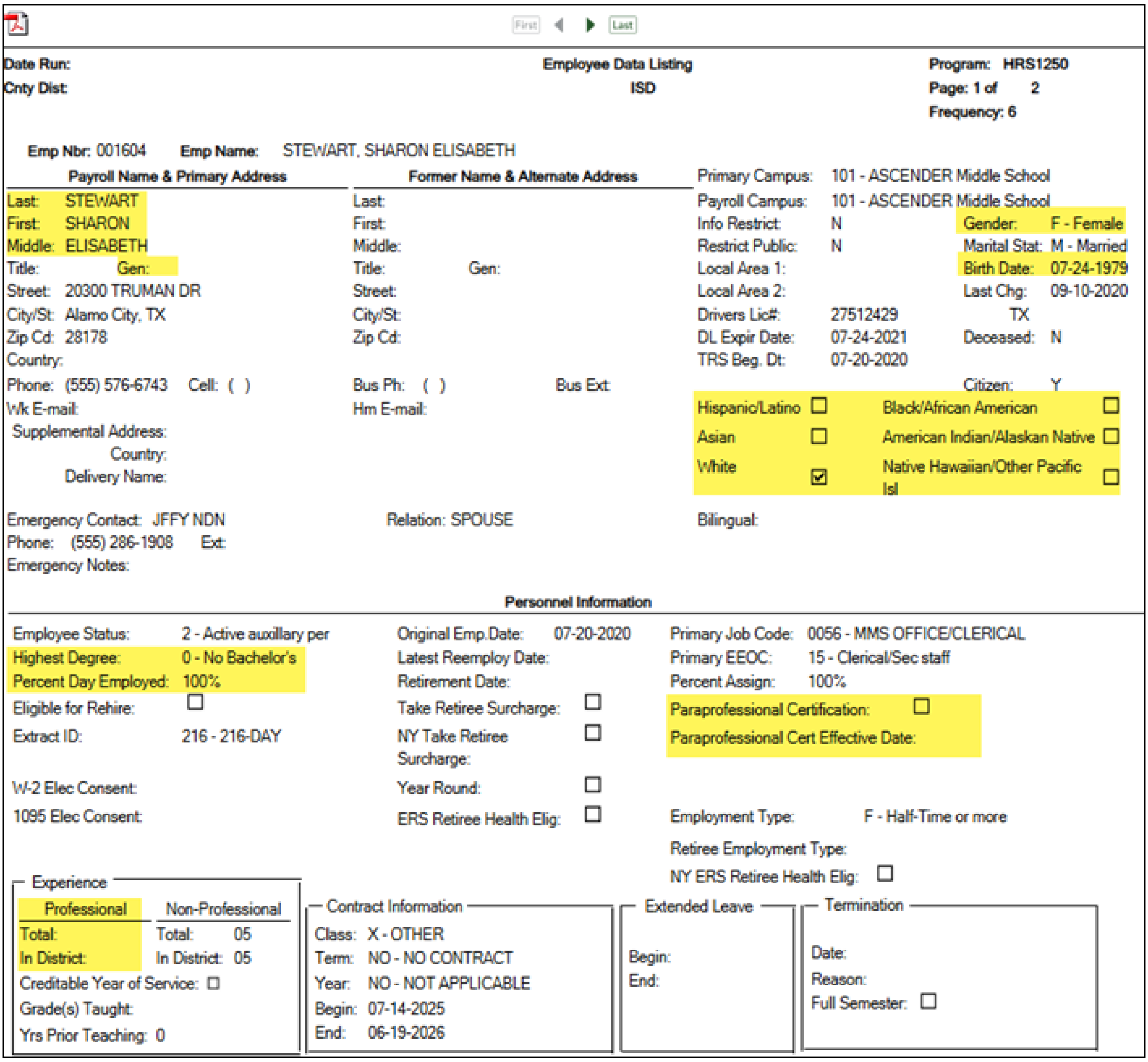
Personnel Reports
- HRS1000 - Roster of Personnel
- HRS1050 - Employee Birthday List
- HRS1100 - Employee Verification Report
- HRS1200 - Federal EEOC Report
- HRS1250 - Employee Data Listing
- HRS1400 - Teacher Service Record
- HRS1450 - Employee Mailing Labels
- HRS1500 - Employee Education Report
- HRS1550 - New Hire Report
- HRS1600 - Certification Report
- HRS1650 - Employee Salary Information
- 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,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



Date Run: **Employee Data Listing** **Program: HRS1250**
Cnty Dist: **ISD** **Page: 1 of 2**
Frequency: 6

Emp Nbr: 001604 **Emp Name:** STEWART, SHARON ELISABETH

Payroll Name & Primary Address
Last: STEWART
First: SHARON
Middle: ELISABETH
Title: Gen:
Street: 20300 TRUMAN DR
City/St: Alamo City, TX
Zip Cd: 28178
Country:
Phone: (555) 576-6743 Cell: ( )
Wk E-mail:
Supplemental Address:
Country:
Delivery Name:

Former Name & Alternate Address
Last:
First:
Middle:
Title: Gen:
Street:
City/St:
Zip Cd:
Bus Ph: ( ) Bus Ext:
Hm E-mail:

Primary Campus: 101 - ASCENDER Middle School
Payroll Campus: 101 - ASCENDER Middle School
Info Restrict: N
Restrict Public: N
Local Area 1:
Local Area 2:
Drivers Lic#: 27512429 TX
DL Expir Date: 07-24-2021
TRS Beg. Dt: 07-20-2020

Gender: F - Female
Marital Stat: M - Married
Birth Date: 07-24-1979
Last Chg: 09-10-2020
Deceased: N
Citizen: Y

Hispanic/Latino ☐
Asian ☐
White ☑
Black/African American ☐
American Indian/Alaskan Native ☐
Native Hawaiian/Other Pacific Isl ☐

Emergency Contact: JFFY NDN Relation: SPOUSE
Phone: (555) 286-1908 Ext:
Emergency Notes:
Bilingual:

Personnel Information

Employee Status: 2 - Active auxillary per
Highest Degree: 0 - No Bachelor's
Percent Day Employed: 100%
Eligible for Rehire: ☐
Extract ID: 216 - 216-DAY
W-2 Elec Consent:
1095 Elec Consent:

Original Emp.Date: 07-20-2020
Latest Reemploy Date:
Retirement Date:
Take Retiree Surcharge: ☐
NY Take Retiree Surcharge: ☐
Year Round: ☐
ERS Retiree Health Elig: ☐

Primary Job Code: 0056 - MMS OFFICE/CLERICAL
Primary EEOC: 15 - Clerical/Sec staff
Percent Assign: 100%
Paraprofessional Certification: ☐
Paraprofessional Cert Effective Date:
Employment Type: F - Half-Time or more
Retiree Employment Type:
NY ERS Retiree Health Elig: ☐

Experience

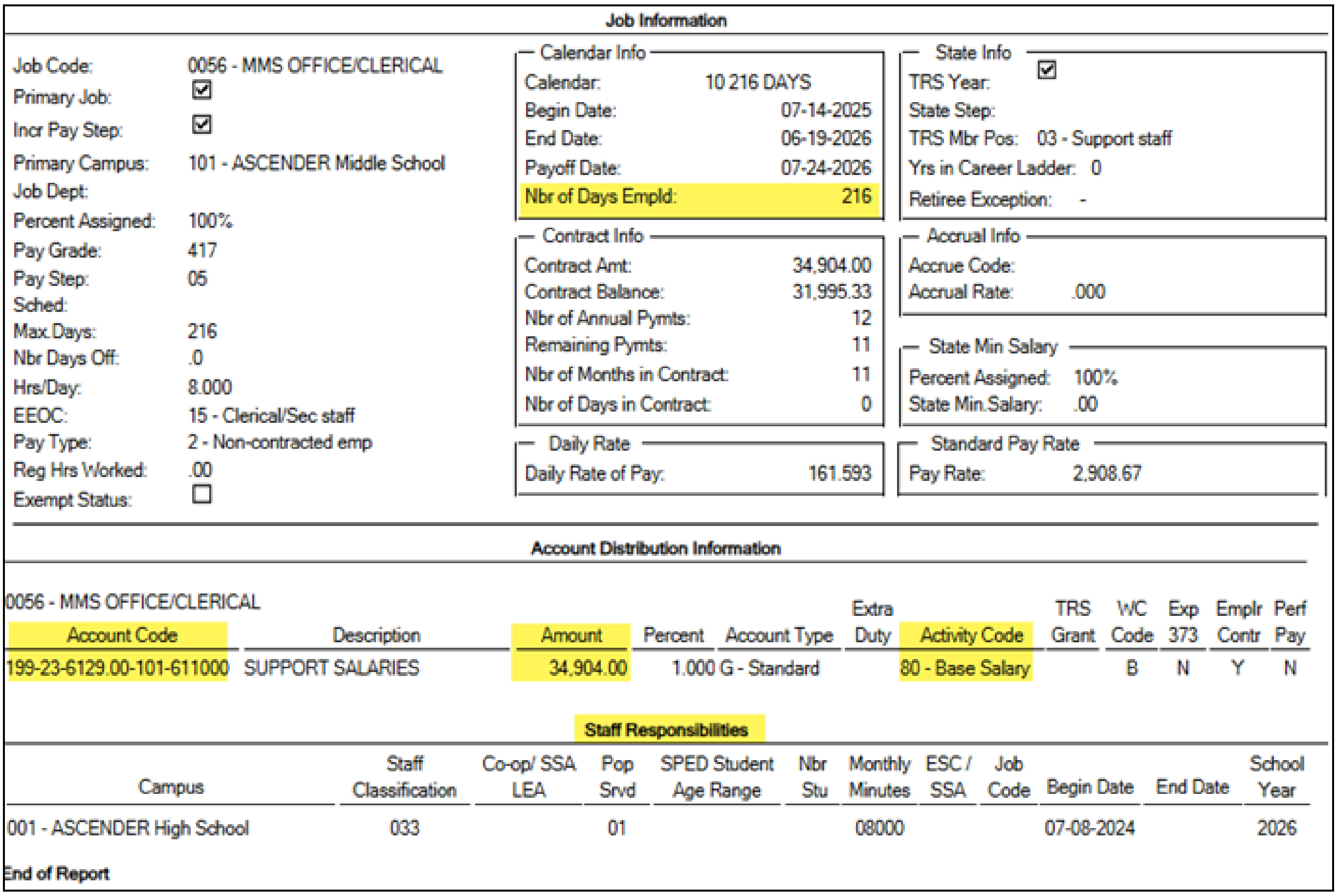
Professional		Non-Professional	
Total:		Total:	05
In District:		In District:	05

Creditable Year of Service: ☐
Grade(s) Taught:
Yrs Prior Teaching: 0

Contract Information
Class: X - OTHER
Term: NO - NO CONTRACT
Year: NO - NOT APPLICABLE
Begin: 07-14-2025
End: 06-19-2026

Extended Leave
Begin:
End:

Termination
Date:
Reason:
Full Semester: ☐



Job Information

Job Code: 0056 - MMS OFFICE/CLERICAL
Primary Job: ☑
Incr Pay Step: ☑
Primary Campus: 101 - ASCENDER Middle School
Job Dept:
Percent Assigned: 100%
Pay Grade: 417
Pay Step: 05
Sched:
Max Days: 216
Nbr Days Off: .0
Hrs/Day: 8.000
EEOC: 15 - Clerical/Sec staff
Pay Type: 2 - Non-contracted emp
Reg Hrs Worked: .00
Exempt Status: ☐

Calendar Info
Calendar: 10 216 DAYS
Begin Date: 07-14-2025
End Date: 06-19-2026
Payoff Date: 07-24-2026
Nbr of Days Empld: 216

Contract Info
Contract Amt: 34,904.00
Contract Balance: 31,995.33
Nbr of Annual Pymts: 12
Remaining Pymts: 11
Nbr of Months in Contract: 11
Nbr of Days in Contract: 0

Daily Rate
Daily Rate of Pay: 161.593

State Info
TRS Year: ☑
State Step:
TRS Mbr Pos: 03 - Support staff
Yrs in Career Ladder: 0
Retiree Exception: -

Accrual Info
Accrue Code:
Accrual Rate: .000

State Min Salary
Percent Assigned: 100%
State Min Salary: .00

Standard Pay Rate
Pay Rate: 2,908.67

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

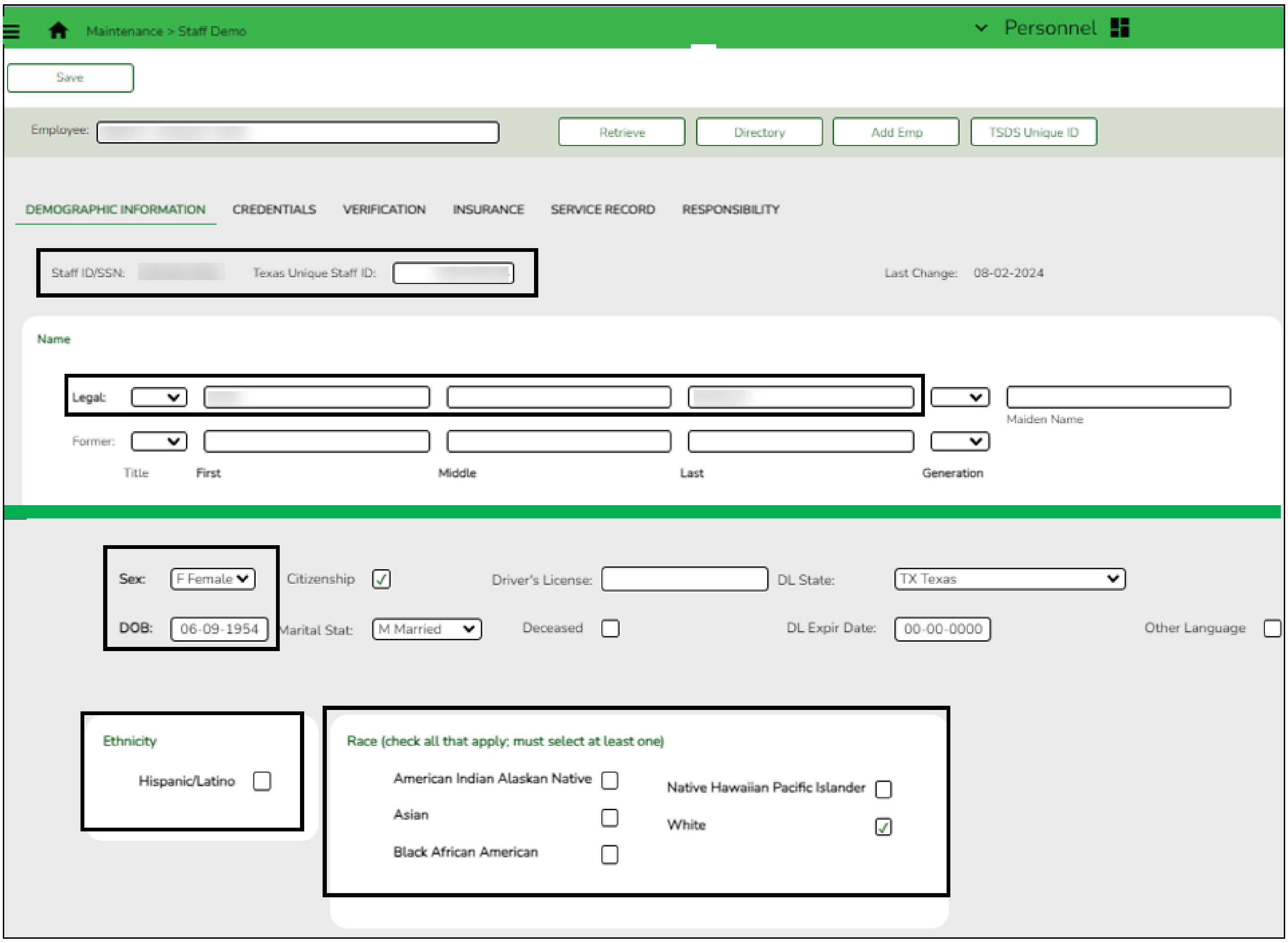
Campus	Staff Classification	Co-op/ SSA LEA	Pop Srvd	SPED Student Age Range	Nbr Stu	Monthly Minutes	ESC / SSA	Job Code	Begin Date	End Date	School Year
001 - ASCENDER High School	033		01			08000			07-08-2024		2026

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
Retrieve
Directory
Add Emp
TSDS Unique ID
DEMOGRAPHIC INFORMATION
CREDENTIALS
VERIFICATION
INSURANCE
SERVICE RECORD
RESPONSIBILITY
Name
Maiden Name
Former:
Title
First
Middle
Last
Generation
Driver's License:
Deceased ☐
Other Language ☐
Ethnicity
Hispanic/Latino ☐
Race (check all that apply; must select at least one)
American Indian Alaskan Native ☐
Asian ☐
Black African American ☐
Native Hawaiian Pacific Islander ☐

Employee: [redacted]

Staff ID/SSN: [redacted] Texas Unique Staff ID: [redacted]

Last Change: 08-02-2024

Legal: [redacted] [redacted]

Sex: F Female

DOB: 06-09-1954

Citizenship ☑

Marital Stat: M Married

DL State: TX Texas

DL Expir Date: 00-00-0000

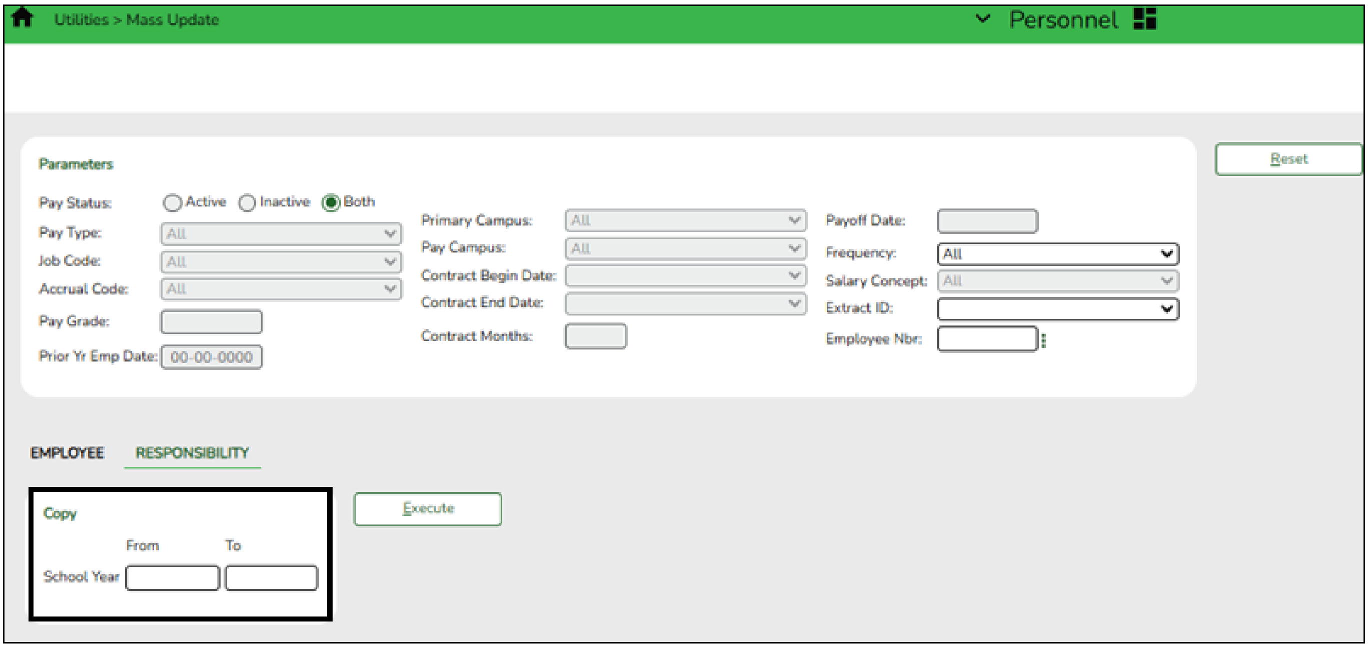
White ☑

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



Pay Status: ○ Active ○ Inactive ● Both
Pay Type: All
Job Code: All
Accrual Code: All
Pay Grade:
Prior Yr Emp Date: 00-00-0000
Primary Campus: All
Pay Campus: All
Contract Begin Date:
Contract End Date:
Contract Months:
Payoff Date:
Frequency: All
Salary Concept: All
Extract ID:
Employee Nbr:

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

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

From	Type the school year from which you want to copy responsibility records in the YYYY format.
To	Type the school to which you want to copy responsibility records in the YYYY format.

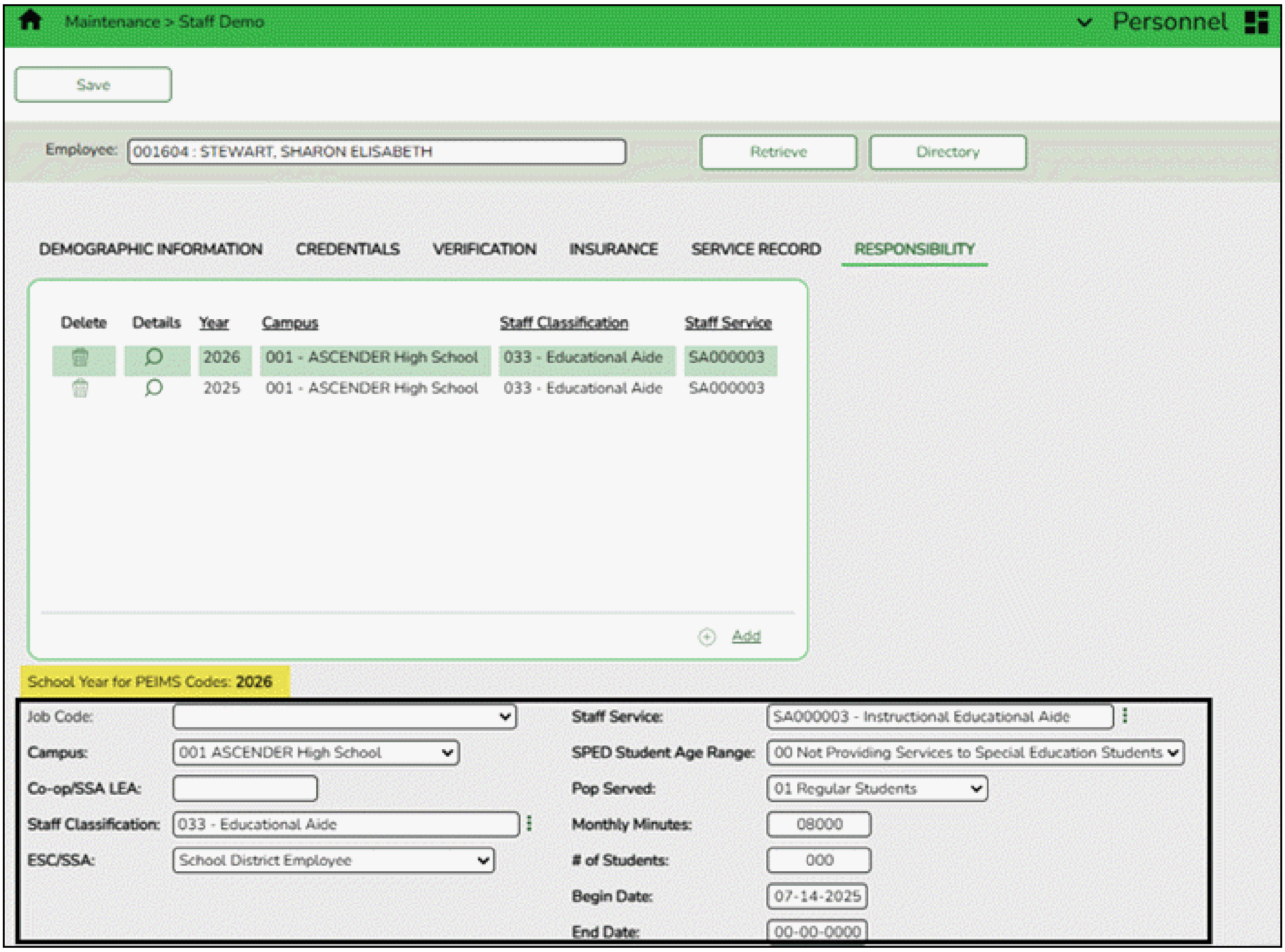
Note: The **From School Year** is the prior year and the **To School Year** is the current year.

☐ 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



Employee: 001604 : STEWART, SHARON ELISABETH

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

School Year for PEIMS Codes: 2026

Job Code:		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:		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.

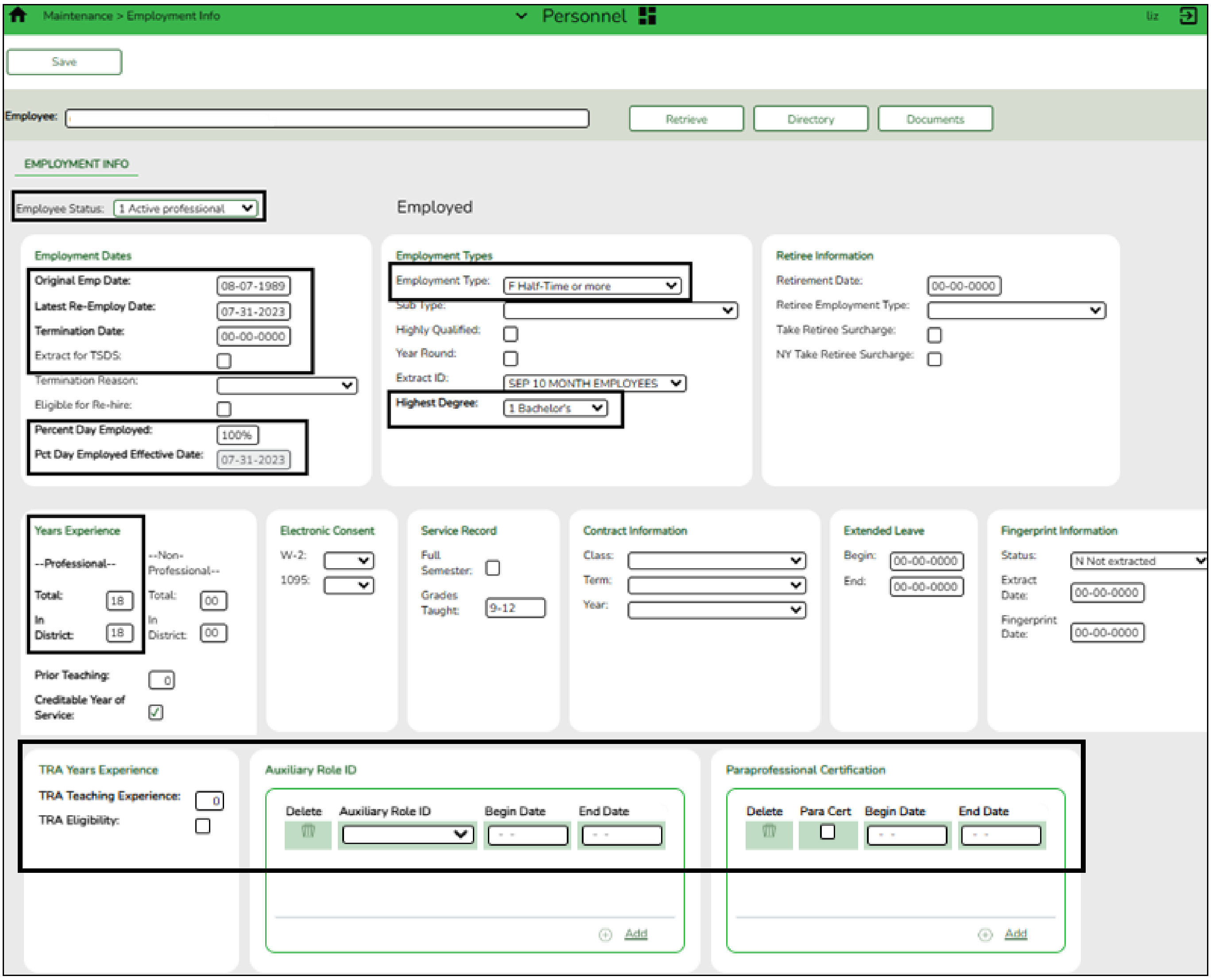
- **Campus**
- **Co-op/SSA LEA** - Co-op staff should be reported by the fiscal agent. Type the nine-digit ID (six-digit district ID + three-digit campus ID) to identify the LEA (district and campus) where the SSA/Co-op employees has work assignment records if other than their home district/campus. If 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. Newly inserted records will default to 00000.
- **# 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
liz
Save
Retrieve
Directory
Documents
EMPLOYMENT INFO
Employment Dates
Employment Types
Retiree Information
Years Experience
Electronic Consent
Service Record
Contract Information
Extended Leave
Fingerprint Information
TRA Years Experience
Auxiliary Role ID
Paraprofessional Certification
Delete
Auxiliary Role ID
Begin Date
End Date
Delete
Para Cert
Begin Date
End Date
Add
Add

Employee:

Employee Status: 1 Active professional

Employed

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

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

--Professional--
Total: 18
In District: 18
--Non-Professional--
Total: 00
In District: 00
Prior Teaching: 0
Creditable Year of Service: ☑

W-2:
1095:

Full Semester: ☐
Grades Taught: 9-12

Class:
Term:
Year:

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

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

TRA Teaching Experience: 0
TRA Eligibility: ☐

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, leave the **End Date** field blank until the role officially ends. 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.

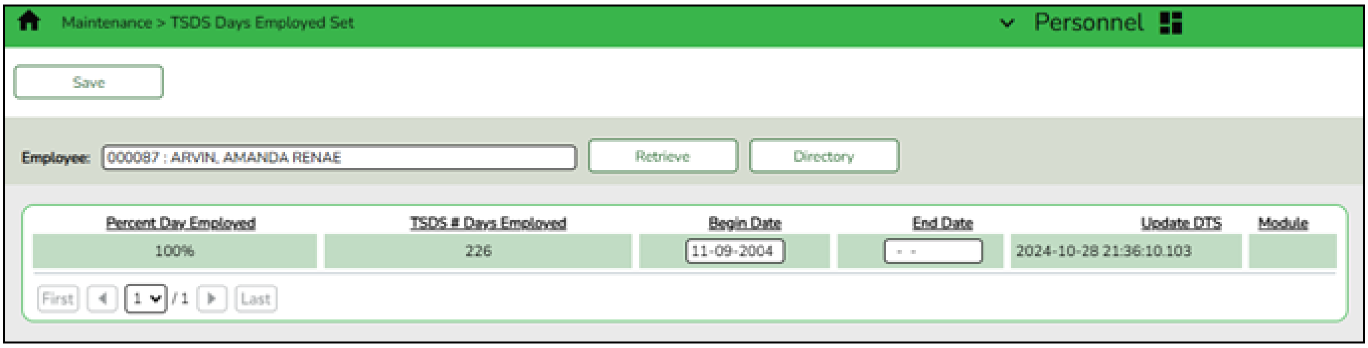
- **Paraprofessional Certification**, **Begin Date** and **End Date**, if applicable - For TSDS reporting, leave the **End Date** field blank until the certification expires. The end date should reflect the day after the last day a para-professional staff was certified (i.e., the day after the last day 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.



Employee: 000087 : ARVIN, AMANDA RENAE

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	

ASCENDER®
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover