



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

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- [HRS1050 - Employee Birthday List](#)
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- [HRS1600 - Certification Report](#)
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- [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 X

☒ Personnel

☐ Payroll

☒ Job

☐ TRS

☐ Calendar YTD

☐ School YTD

☐ Leave

☐ Deduction

☒ Distribution

☒ Responsibility

☐ Permit

OK Cancel

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

Job Information											
Job Code:	0056 - MMS OFFICE/CLERICAL			Calendar Info				State Info			
Primary Job:	☒			Calendar: 10 216 DAYS				TRs Year: ☒			
Incr Pay Step:	☒			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:	☐										
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: 000XXX.LASTNAME, FIRSTNAME MIDDLENAME Retrieve Directory Add Emp

DEMOGRAPHIC INFORMATION CREDENTIALS VERIFICATION INSURANCE SERVICE RECORD RESPONSIBILITY

Staff ID/SSN: - - Texas Unique Staff ID: Extract for UID Resub ☐ Last Change: 00-00-0000

Name

Legal: ☐ Title: First: FIRSTNAME Middle: MIDDLENAME Last: LASTNAME Generation: Maiden Name: IF APPLICABLE

Former:

Addresses

Mailing: Number: 111 Street/P.O. Box: STREET OR P.O. BOX 33 Apt: CITY: TX Texas Zip: 12345 Country: +

Alternate: +

Supplemental: Address: 111 ANYSTREET Country: United States Delivery Name:

Travel Commute Distance: 0.0

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

DOB: MM-DD-YYYY Marital Stat: S Single ☐ Deceased: ☐ DL Expir Date: MM-DD-YYYY 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** - It is recommended that you have a copy of the employee's Social Security card available. Enter the employee's legal name exactly as it appears on the card.
- **Generation**
- **Sex**
- **DOB**
- **Ethnicity** (if applicable)
- **Race (check all that apply; must select at least one)**

Personnel > Utilities > Mass Update > Responsibility



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.

☐ 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 year 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:
Campus: 001 ASCENDER High School
Co-op/SSA LEA:
Staff Classification: 033 - Educational Aide
ESC/SSA: School District Employee

Staff Service: SA000003 - Instructional Educational Aide
SPED Student Age Range: 00 Not Providing Services to Special Education Students
Pop Served: 01 Regular Students
Monthly Minutes: 08000
of Students: 000
Begin Date: 07-14-2025
End Date: 00-00-0000

Notes:

- Employees can have multiple responsibility records for the same year, provided that each record has a different **Staff Service** value.
- 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, default value is 00000.

- **# of Students** (in class) - This field cannot be blank, default value is 0.
- **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

The screenshot shows the 'Personnel Maintenance > Employment Info' form. Key sections include:

- EMPLOYMENT INFO:** Employee Status (2 Active auxiliary per), Employee ID, Retrieve, Directory buttons.
- Employment Dates:** Original Emp Date (11-04-2003), Latest Re-Employ Date (00-00-0000), Termination Date (00-00-0000), Termination Reason (dropdown), Percent Day Employed (100%), Pct Day Employed Effective Date (11-04-2003).
- Employment Types:** Employment Type (F Half-Time or more), Sub Type (dropdown), Highly Qualified (checkbox), Year Round (checkbox), Extract ID (AUG CONVERSION), Highest Degree (1 Bachelor's).
- Retiree Information:** Retirement Date (00-00-0000), Retiree Employment Type (dropdown), Take Retiree Surcharge (checkbox), NY Take Retiree Surcharge (checkbox).
- Years Experience:** Professional (Total: 23, In District: 23), Non-Professional (Total: 00, In District: 23), Prior Teaching (23), TIA Creditable Year of Service (checkbox).
- Electronic Consent:** W-2 (1095), Y Yes (dropdown).
- Service Record:** Full Semester (checkbox), Grades Taught (text field).
- Contract Information:** Class (dropdown), Term (dropdown), Year (dropdown).
- 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).
- ERS Retiree Health:** Current Year Elig (checkbox), Next Year Elig (checkbox).
- TRA Years Experience:** TRA Teaching Experience (23), TRA Eligibility (checkbox).
- Auxiliary Role ID:** Table with columns: Delete, Auxiliary Role ID, Begin Date, End Date.
- Paraprofessional Certification:** Table with columns: Delete, Para Cert, Begin Date, End Date.

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.
- **Highest Degree**
- **Total Years Professional Experience**
- **Total Years Experience In District** (professional staff only)
- **TRA Teaching Experience** - Type the two-digit number of verifiable years of teaching experience as a classroom teacher as described in TEC §48.158. The field default is zero.
- **TRA Eligibility** - Select to indicate the local education agency (LEA) has determined the teacher (StaffClassification is 087) is employed by a school system and teaches not less than an average of four hours each day, in an academic instructional setting or a career and technology educational setting.
- **Auxiliary Role ID, Begin Date and End Date**, if applicable (TSDS = Staff Classification)- Complete this field for auxiliary staff (not aides) paid from 6129. Only one auxiliary role should be active at a time. If an employee serves in multiple auxiliary capacities, only the primary duty should be reported.

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 non-exempt 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). An employee should generally have only one active certification for the current year, though a recently expired certification may still be displayed.

TIPS:



- Ensure that all certifications that have ended have an **End Date**. Delete any expired certifications from previous years.
- To keep historical certification records for reference, move them to the [Personnel > Maintenance > Staff Demo > Credentials](#) tab.

[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. Note that the **# of Days Employed** will be calculated each day during the automatic extract at 6 PM even if a manual extract and send is executed in District Administration.

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.



Back Cover