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TSDS - DA3100

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District Administration > Maintenance > Non-Employee > TSDS

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

The information on this tab is only extracted and accessible for non-employees who have an assigned **TX Unique Staff ID** on the Non-Employee tab.

Add a record:

Retrieve a non-employee record.	**Employee Nbr or Name**	Begin typing all or part of the desired employee number or name. As you begin typing the data, a drop-down list displays the employee numbers and names that match the data that you typed. Select the desired employee record, and click **Retrieve**.	OR	**Directory**	Click to display the Non-Employee Directory. Type data in the desired search fields, and click **Search**. A list of data that matches the search criteria is displayed. Select an employee number item from the list. Otherwise, click **Cancel**.

Under **TSDS Days Employed Set**:

Field	Description
Percent Day Employed	Type the **Percent Day Employed** value. This is the percentage of a standard workday for which the non-employee is hired to work. This value must be greater than zero to avoid TSDS errors.
TSDS # Days Employed	Type the actual number of at-work days within the school year that the non-employee is scheduled to work. This number excludes non-workdays such as holidays, weekends, or any other days the non-employee is not scheduled to work. This value must be greater than zero to avoid TSDS errors.
Begin Date	Type the first day the non-employee is assigned the **Percent Day Employed** and **TSDS # Days Employed**.
End Date	Type the first day after the last day the non-employee was assigned the **Percent Day Employed** and **TSDS # Days Employed**.

Under **Responsibility**, a list of responsibility records for the current **School Year for PEIMS Codes** and the current **School Year for PEIMS Codes** minus one is displayed for the selected non-employee.

Click  to view additional details for the selected row.

School Year for PEIMS Codes	The school year for the PEIMS edit tables as entered on the Payroll/Personnel > Tables > District HR Options page is displayed.

Campus	Click to select the code that identifies the campus to which the non-employee is assigned. If the duties are not related to a particular campus for the responsibility record, select 700 - Administration.
Co-op/SSA LEA	Type the nine-digit ID (six-digit district ID + three-digit campus ID) to identify the district and campus where the non-employee 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**. Click to select the code that identifies the capacity (role) in which a person serves (e.g., teacher, art therapist, or superintendent). If a person's actual classification is not listed in code table C021, choose the closest approximation. Instructional Educational Aides are reported as code 033.
ESC/SSA	Click to select the code that indicates if the staff member works for an educational service center (ESC) only or is also part of an ESC shared service arrangement.
Staff Service	Click to select the eight-digit code that indicates the services supplied by staff.
SPED Student Age Range	Click to select the code indicating the age range of Special Education students supported by the teacher or paraprofessional staff member.
Pop Served	Click to select the two-digit code that identifies the student population for which a service was designed or intended. It does not necessarily identify program eligibility. Only one code can be reported per course section. If intent cannot be determined, use code 01 (i.e., Regular Students).
Monthly Minutes	Type up to five digits for the maximum number of minutes in a month devoted to a particular service. This field cannot be blank, a value is required even if it is zero. Newly inserted records will default to 00000. A standard month is the four weeks in October, including the PEIMS Fall snapshot date (last Friday in October). The total MONTHLY-MINUTES are reported for each service. The four weeks preceding the snapshot date must be considered to calculate the monthly minutes. **Examples**: • A class taught for one hour every day would report 1,200 monthly minutes (60 minutes x 5 days x 4 weeks). • A class taught one hour three times each week would report 720 monthly minutes (60 minutes x 3 days x 4 weeks). • A class taught for different amounts of time each week would be reported with a cumulative monthly minute total. **Note**: Monthly Minutes are required for counselors.
# of Students	Type the number of students for whom the employee is responsible. This field cannot be blank, a value is required even if it is zero. This is the count of students in membership in the class as of the reporting date. Only the Teacher of Record is reported with this number; all other staff members are reported with NUMBER-STUDENTS-IN-CLASS as 0. The field can be a maximum of three digits.
Begin Date	Type the date that the non-employee began in the selected staff classification (role ID) in the MM–DD-YYYY format, or select a date from the calendar.

End Date	Type the date that the non-employee ended in the selected staff classification (role ID) in the MM–DD-YYYY format, or select a date from the calendar. The end date cannot be prior to the begin date.

Under **Certification**:

Certification Type	Click ⋮ to select the one-character code that describes the type of certificate held by the employee. The Certification Type values are maintained on the Personnel > Tables > Credential > Certification Type tab.
Date	Type the date when the employee received the certificate in the MM-DD-YYYY format.
Specialty Area	Click ⋮ to select the general area or level covered by the certificate. The Specialty Area values are maintained on the Personnel > Tables > Credential > Specialty Area tab.
Teaching Specialization	PEIMS Reporting Element (if associated with a PEIMS PK Teacher Requirement))]] Click ⋮ to select the teaching specialty covered by the certificate. The Teaching Specialization values are maintained on the Personnel > Tables > Credential > Teaching Specialization tab.
Date Expire	Type the date on which the certificate expires in the MM-DD-YYYY format.
ExCET Yr	Type the year when the employee most recently took the ExCET examination in the YYYY format.
Yrs Taught	Type the number of years that the employee has taught under the certificate indicated.
Sem Hrs	Type the number of college credit hours the employee has earned in the subject area covered by the certificate.

❑ Click **Save**.

Other functions and features:

Retrieve	Click to retrieve information from the last save. If you click **Retrieve**, any unsaved changes will be lost.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.


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