

Non-Employee - DA3100

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District Administration > Maintenance > Non-Employee

This page is used to establish non-employee records that can be added, retrieved, updated, and deleted.

Note: District employees cannot be accessed on this page.

Add a new non-employee 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**.

❑ Click **Add** to add a non-employee record.

Notes:

If **Auto Assign Employee Number** is selected on the Payroll > Tables > District HR Options, new non-employee numbers are automatically assigned upon saving the record. If the field is not selected, you must manually enter the new non-employee number.

A non-employee cannot have the same social security number and Texas unique staff ID as an active employee.

A non-employee can have the same Social Security number and Texas unique staff ID as an inactive employee; however, a warning message is displayed.

If the **Set Demo Alpha Fields to Uppercase** field is selected on the Payroll > Tables > District HR Options page, the employee's name (**First**, **Middle**, and **Last**) are set to uppercase when a new record is created or an existing record is updated.

Field	Description
Title	Click ⌄ to select a legal title for the non-employee.

Field	Description
First	Type the non-employee's first name. The field can be a maximum of 50 characters; however, the search, directory, and reports only display 17 characters and truncate the remaining characters.
Middle	Type the non-employee's middle name. The field can be a maximum of 50 characters; however, the search, directory, and reports only display 14 characters and truncate the remaining characters.
Last	Type the non-employee's last name. The field can be a maximum of 50 characters; however, the search, directory, and reports only display 25 characters and truncate the remaining characters.
Generation	Click ⌄ to select a generation code for the non-employee.
Work E-mail	Type the non-employee's work e-mail address.
Job Code	Type the four-digit job code to which the non-employee is assigned, or click ⌄ to select a job code from the list in the Job Code Search window.
Highly Qualified	Select to indicate that the teacher is highly qualified.

Under **Local Use**:

Local Use 1	Type the applicable local use code. The field can be a maximum of ten characters.
Local Use 2	Type the applicable local use code. The field can be a maximum of ten characters.

Under **Instructional Staff** (optional):

Notes:

When entering a non-employee record for an instructional staff member, the **SSN**, **Date of Birth**, and **Sex** fields must be populated in order for the staff member's data to be correctly displayed in the **Staff ID** field in the Student System.

If the **First** and **Last** name, **Sex**, **Date of Birth**, and **SSN** fields are populated, and at least one **Race** is selected, the non-employee instructional staff member is included in the Utilities > Texas Unique Staff ID Interface process in Personnel.

SSN	Type the nine-digit social security number.
Sex	Click ⌄ to select the gender of the non-employee.
Date of Birth	Type the non-employee date of birth in the MMDDYYYY format.
TX Unique Staff ID	Type Texas Unique staff ID which is a 10-digit number assigned to a staff member by the Texas Education Agency.

TSDS Staff Type	PEIMS Reporting Element Click ⌄ to select the staff type code that indicates whether the individual is on the district payroll, is a contracted professional staff person (instructional and non-instructional), or is a teacher employed at an in-district charter campus by an organization that has been granted a campus charter. This field automatically defaults to *3 - Contracted Professional Staff* for non-employee records. • *3 - Contracted Professional Staff* • *4 - In-District Charter Prtnr Campus Teacher* - This option is only available if the **School Year for PEIMS Codes** field is set to *2023*. For both Business and Student databases, the **TSDS Staff Type** options are retrieved according to the max year in the TSDS staff type database table. **Note**: Although the **TSDS Staff Type** field is not available for viewing or editing purposes in Personnel, the database column automatically defaults to *1 - School District Employee* for all employee records created in Personnel.
Races	Select one or more of the following, regardless if **Hispanic** is selected: **Hispanic** - has origins of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. **American Indian** - has origins in any of the original peoples of North and South America (including Central America). **Asian** - has origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent (including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam). **Black** - has origins in any of the black racial groups of Africa. **Pacific Islander** - has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. **White** - has origins in any of the original peoples of Europe, the Middle East, or North Africa.
Days Employed	Type the actual number of at-work days within the school year that the non-employee is scheduled to work. You should not include holidays, weekends, or any other days the employee is not scheduled to work. The field can be a maximum of three digits.
Total Years	Type the number of verifiable years of creditable experience. The field can be a maximum of two digits.
District Years	Type the number of completed years that the non-employee has been employed in any professional position in the current district, whether or not there has been any interruption in service. The field can be a maximum of two digits.
Percent of Day	Type the percentage of each standard work day for which the non-employee is hired to work. For example, if the non-employee works half-time, type 50. If he works full-time, type 100.
Highest Degree	Click ⌄ to select the highest degree the non-employee earned from a certified learning institution.
Begin Date	Type the non-employee's begin date in the MM-DD-YYYY format or select a date from the calendar.

End Date	Type the non-employee's end date in the MM-DD-YYYY format or select a date from the calendar.

❑ 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.
Delete	Click to delete the non-employee record. A message is displayed asking if you want to delete the non-employee record. Click **OK** to delete the record. Click **Cancel** to return to the Non-Employee page without deleting the record.
Print	Click to print the Non-Employee Report. The Confirm Print pop-up window is displayed. • **Print Current Non-Employee** - Select to print only current non-employee records based on their begin and end dates. • **Print All Saved Non-Employees** - Select to print all saved non-employee records. Review the report.


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