Create 042 - Responsibilities - From Campus/Period to Minutes crosswalk:

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State Reporting > Crosswalks

Build any necessary crosswalk tables. For Submission 1, the following tables can be used:

Budget:

- 040 - From Org to Org
- 045 - Fund/SO to Prog
- 046 - Fund to Fund
- 047 - Obj to Obj
- 048 - Func to Func
- 049 - Funds to Omit
- 055 - Fund/Func/SO to Prog
- 056 - Fund to Prog
- 069 - Fund/Prog to Prog

Staff:

- 042 - Responsibilities - From Campus/Period to Minutes
- 043 - Responsibilities - From Campus/Service ID to Minutes
- 044 - PE Responsibilities - Campus/Crs/Sec (not available for Business-only users)

Crosswalks are retained from year to year. If tables exist from prior years, ensure that they are up to date.

Staff Responsibilities 042 and 043 Notes:

Crosswalk tables allow you to define periods and service IDs and used to calculate monthly minutes. Using crosswalks is recommended, particularly for campuses that use a modified block schedule.

The service ID and period at the campus must be unique in the table. You can only create one record per period per campus in each crosswalk table, and you can only create one record per service ID per campus in each table.

If you use crosswalk tables to calculate instructional minutes, leave the **Time Begin** and **Time End** fields blank on **Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Section** for each section at the campus. When the fields are blank, the crosswalk tables are used.

You can enter **Time Begin** and **Time End** for some sections and leave others blank.

The staff responsibility extract will always use data from the section record if it exists, even if a crosswalk exists.

Create 042 - Responsibilities - From Campus/Period to Minutes crosswalk:

If the **Time Begin** and **Time End** fields are blank, the extract program looks at the *Responsibilities - From Campus/Service ID to Minutes* crosswalk. If that crosswalk is blank, the program looks at the *Responsibilities - From Campus/Period to Minutes* crosswalk.

The monthly minutes value is calculated as follows:

(Number of minutes of the class (period)) x (number of days in the week the class meets) x (Number of weeks in the month the class meets)

Examples:

A class taught for one hour every day:

(60 minutes of the class) x (5 days per week) x (4 weeks per month) = 1200

A class taught for one hour three times per week:

(60 minutes of the class) x (3 days per week) x (4 weeks per month) = 720

Note that four weeks per month is the default, because there are generally four weeks prior to the fall snapshot date.

Create 042 - Responsibilities - From Campus/Period to Minutes crosswalk:

❑ In the **Crosswalk Table** field, select *042-Responsibilities - From Campus/Period to Minutes*.

❑ Any existing data is displayed. Add and delete data as needed.

- In the **From** field, type the three-digit campus ID and a two-digit period (e.g., for campus 001 and period 01, type 001/01).

- In the **To** field, type the monthly minutes value. Zero-fill the value to five digits (e.g., 000940).

❑ Click **Save**.

Block Schedule Example (A/B bell schedule):

Delete	Row Nbr	▲ From	To
🗑	1	00100	01120
🗑	2	00101	01040
🗑	3	00102	01000
🗑	4	00103	01000
🗑	5	00104	01000
🗑	6	00105	01000
🗑	7	00106	01000
🗑	8	00107	01000

A Day: Periods are 1-4. In weeks 1 and 3, classes meet 3 days per week. In weeks 2 and 4, classes meet 2 days per week.

B Day: Periods are 5-8. In weeks 1 and 3, classes meet 2 days per week. In weeks 2 and 4, classes meet 3 days per week.

Classes are 85 minutes each day.

Monthly minutes calculation:

(85 x 3 days x 2 weeks) + (85 x 2 days x 2 weeks)

85 x 5 x 2 = 850 minutes

Create 043 - Responsibilities - From Campus/Service ID to Minutes crosswalk:

❑ In the **Crosswalk Table** field, select *043-Responsibilities - From Campus/Service ID to Minutes*. Click **Retrieve**.

❑ Any existing data is displayed. Add and delete data as needed.

- In the **From** field, type the three-digit campus ID and the service ID (e.g., 101/02010000).

- In the **To** field, type the monthly minutes value. Zero-fill the value to five digits (e.g., 04800).

❑ Click **Save**.

Create 044 - PE Responsibilities - Campus/Crs/Sec crosswalk:

This crosswalk allows you to enter the number of days and minutes in which the PE teacher provides physical education instruction each week at the campus for the four weeks in October that include the last Friday in October. This is required for all teachers of record for course-sections associated with the following physical education (PE) service IDs:

02530002
02530003
02530004
02530005
02530006
02530007
02530008
02850000
03823000
82210XXX
82931XXX
83210XXX

84200XXX
PES00051
PES00053
PES00056

All districts will use this crosswalk, except for Business-only districts whose responsibility records come from Human Resources, or if PE service IDs are not used for PE courses, or if your PE service ID courses do not have students.

Important: Minutes for any holidays should be included.

NOTE:

These fields are not reported for employees with PE substitution responsibilities (i.e., employees with service IDs PES00000-PES00015).

Records *are* created for non-campus-based PE courses (i.e., **Non Campus Based** is greater than 00 in the campus master schedule) if the course is taught during semester 1 and at least one student is enrolled in the class.

This crosswalk is not used for Business-only districts whose responsibility records come from Personnel, or if PE service IDs are not used for PE courses, or if your PE service ID courses do not have students. All other districts should use this crosswalk.

Row Nbr ▲	From	Day Week 1	Mins Week 1	Day Week 2	Mins W
1	0010000810010	0	0	0	0
2	0010000881130	0	0	0	0
3	0010000881140	0	0	0	0
4	0010000881160	0	0	0	0
5	0010000881170	0	0	0	0
6	0010000881180	0	0	0	0

Crosswalk Type: 044 PE Responsibilities - Campus/Crs/Sec | Refresh | Delete | Save

❏ In the **Crosswalk Table** field, select *044-PE Responsibilities - Campus/Crs/Sec*.

❏ The first time you access the page, there will be rows from the previous year displayed. Click

Delete then click **Create** to add current year courses.

A list of course-sections associated with physical education (PE) service IDs is listed. This list is predefined and cannot be changed.

The **From** column lists course-sections in the campus-course-section format, where:

- The first three digits are the campus ID.
- The next digits are the course number, which may contain between four and eight digits.
- The last two digits are the section number.
- The course-sections are for semester 1.

❏ For the Teacher of Record for each course-section listed, enter the following information for the four weeks in October that include the last Friday in October:

- In the **Day Week 1-4** fields, type the number of days in which the employee provides physical education instruction each week at the campus. Valid entries are one digit between 0-5.

- In the **Mins Week 1-4** fields, type the number of minutes the employee provides physical education instruction each week at the campus. Valid entries are up to four digits between 0-3000.

These fields are automatically populated according to the **Days** code entered on *Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Section* for each course-section meeting time. The program calculates the minutes in the days from the section **Time Begin/End** and sums for each meeting time the days per week for that meeting time, then multiplies the minutes per day for that meeting time to calculate the minutes for each week.

❏ Click **Save**.

❏ Click **Print** to print the data displayed.

❏ If new PE responsibilities records are found the next time you access the page, the **Create** button will be replaced with the **Refresh** button. Click **Refresh** to add new records to the grid.

NOTE: You cannot delete data row by row. You must click **Delete** to delete all rows on the page. Then, click **Create** to populate the page with PE course-sections. Then, you can re-enter all data.

WARNING: If you click **Delete**, all rows are deleted.

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