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staff

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Staff Fall Extract 1

Staff Fall Extract

State Reporting > Extracts > Fall > Staff

Data extracted: *InterchangeStaffAssociationExtension*.

The page extracts data from the master schedule and the Human Resources application. For districts using only the Student or only the Business system, some options are not available.

Extract data:

Ending School Year	(Display only) The submission year as entered in the **Submission Year** field on State Reporting > Options is displayed.
PEIMS Fall As-of Date	(Display only) The fall as-of date is displayed, as entered in the **As-of Date** field on State Reporting > Options.
Demographic Data	
Responsibilities	

Payroll Data

This section is only available if you have access to the ASCENDER Business system. To use the crosswalk tables, the tables must be built prior to extracting data.

Fiscal Year	Select the ending year of the fiscal year that you are reporting. For example, for the 2023-2024 school year, select 4.
Payroll Records	Select to delete all existing payroll records and extract records from Payroll.
Payroll Freq	Select the payroll frequency to include in the extract. Only frequencies you have access to are listed.
Include Acct Type 'S' Distrib	Select to extract supplemental distributions (account type S).

❑ Under **Crosswalks**, select any crosswalk tables you are using. The crosswalk tables must be built prior to running the extract.

Use 80 for Blank Activity	Select to change the payroll activity code to 80 for all payroll distribution records whose activity codes are blank.
Use 80 for Largest Activity	Select to change the payroll activity code to 80 for the employee's largest or only payroll distribution record.
Crosswalk 049	Select to omit a specific fund from the fall submission.
Crosswalk 045	Select to convert a specific fund/subobject combination to a program code.
Crosswalk 046	Select to convert one fund code to another fund code.
Crosswalk 047	Select to convert one object code to another object code.
Crosswalk 048	Select to convert one function code to another function code.
Crosswalk 055	Select to convert a specific fund/function/subobject combination to a program code.
Crosswalk 056	Select to convert a specific fund code to a program code.
Crosswalk 069	Select to convert a specific fund/program combination to a program code.
Crosswalk 040	Select to convert one organization code to another organization code.
Replace 00 in 6XXX with 99	Select to replace program intent codes 00 in 6XXX with 99, when the function code is not 11.

- Click **Run** to extract the selected records. A message is displayed indicating that the extract is complete.
- Click **Save** to write the records to TxEIS State Reporting.

Print	View the report. When you click **Print**, the **Report** popup opens listing the available reports according to the options selected. Select the report to view. Note that the Summary report includes errors. **Review the report using the following buttons**: Click First to go to the first page of the report. Click ◀ to go back one page. Click ▶ to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click to save and print the report in PDF format. Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.
Error	If errors are encountered, view the error report. **Review the report using the following buttons**: Click First to go to the first page of the report. Click ◀ to go back one page. Click ▶ to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click to save and print the report in PDF format. Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

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