guide_summer_verify_txeis_data_staff

Table of Contents

For Submission 3, data is reported for staff with ROLE-IDs 033 (Educational Aide assigned to a Prekindergarten Course Section), 047 (Substitute Teacher), and 087 (Teacher).

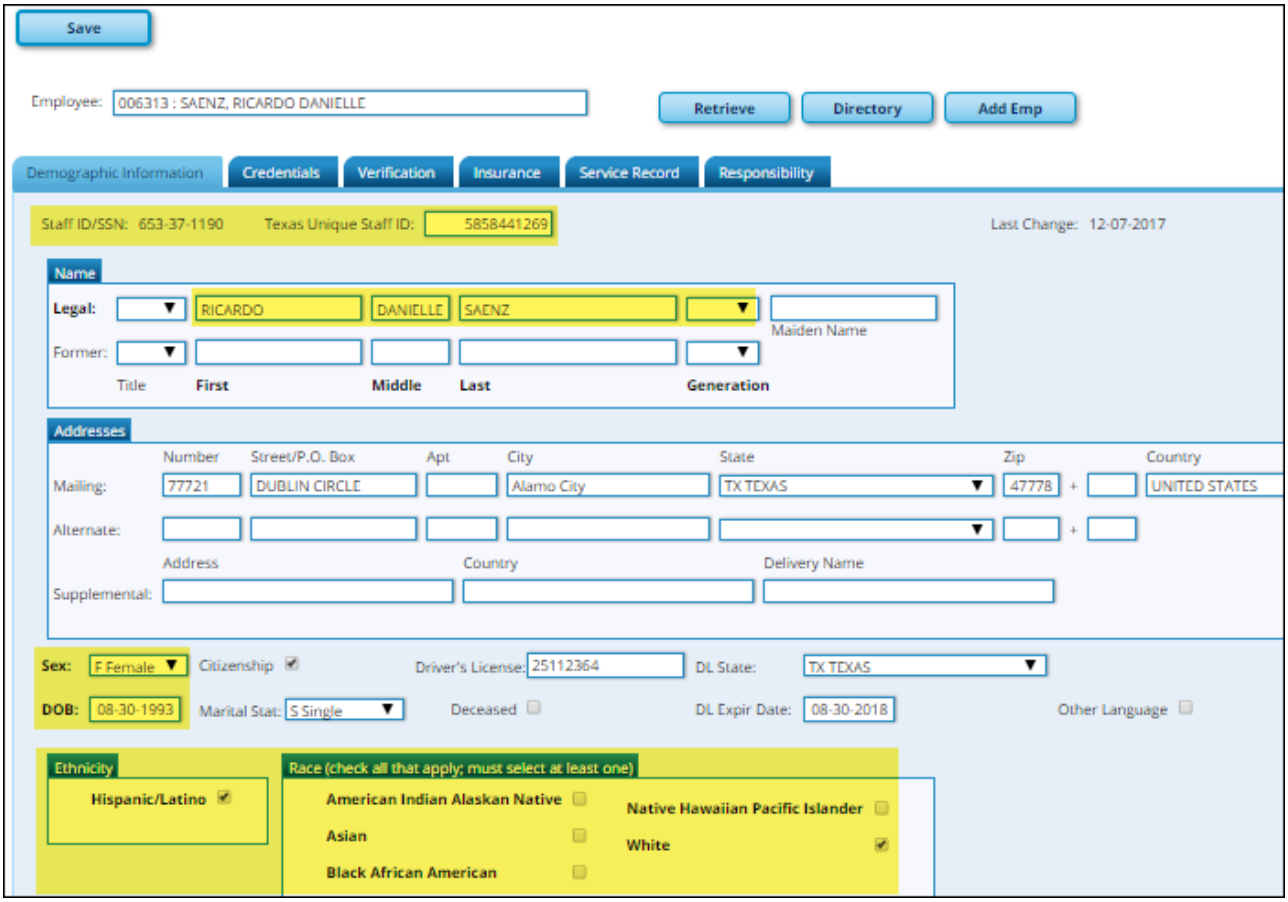
1. Interchange: StaffAssociationExtension

Complex Type: StaffExtension

***Description*:** Represents an individual who performs specified activities for any public or private education institution or agency that provides instructional and/or support services to students or staff at the early childhood level through high school completion.

The following elements from the *StaffExtension* complex type are included in Submission 3:

Human Resources > Maintenance > Staff Demo > Demographic Information



❑ STAFF-ID **Staff ID/SSN** (E0505) is the employee's SSN.

❑ FIRST-NAME **Legal - First** (E0703) is the employee's legal first name. Do not use an initial unless an initial is the legal first name.

❑ MIDDLE-NAME **Legal - Middle** (E0704) is the employee's legal middle name as shown on

the identification documentation used for employment. If the employee has no middle name, the field must be blank. The middle name can be reported as blank for employees only when the employee does not have a middle name on his identification documentation. Do not use text such as NONE or NA.

❑ LAST-NAME **Legal - Last** (E0705) is the employee's legal last name.

❑ GENERATION-CODE **Legal - Generation** (E0706) is a suffix attached to the employee's name. The field can be blank. The field must be blank if the employee does not have a generation suffix on his name based on the identification documentation used for employment.

❑ SEX-CODE **Sex** (E0004) indicates the employee's gender.

❑ DATE-OF-BIRTH **DOB** (E0006) is the month, day, and year of the employee's birth.

❑ HISPANIC-LATINO-CODE **Hispanic/Latino** (E1064) indicates a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

❑ AMERICAN-INDIAN-ALASKA-NATIVE-CODE **American Indian Alaskan Native** (E1059) indicates a person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.

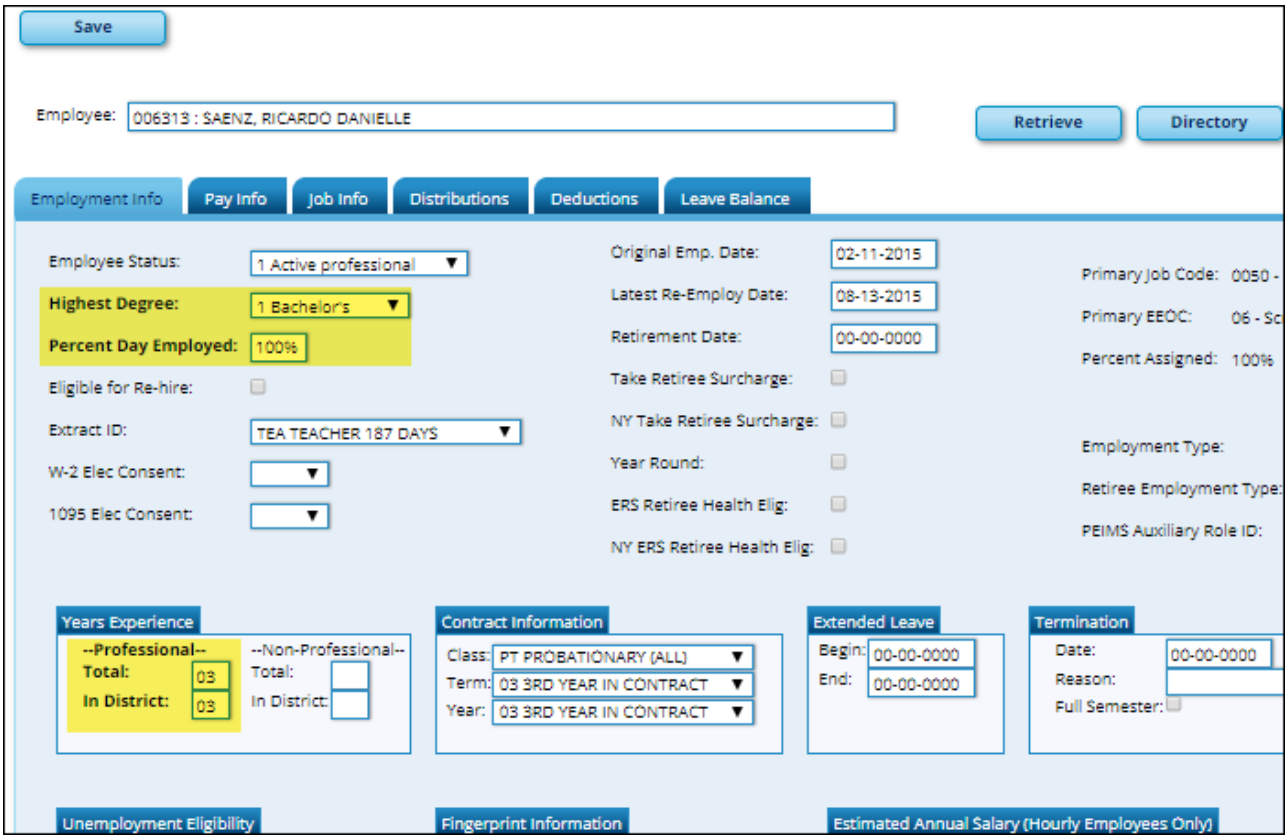
❑ ASIAN-CODE **Asian** (E1060) indicates a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent.

❑ BLACK-AFRICAN-AMERICAN-CODE **Black African American** (E1061) indicates a person having origins in any of the black racial groups of Africa.

❑ NATIVE-HAWAIIAN-PACIFIC-ISLANDER-CODE **Native Hawaiian Pacific Islander** (E1062) indicates a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

❑ WHITE-CODE **White** (E1063) indicates a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Human Resources > Maintenance > Staff Job/Pay Data > Employment Info

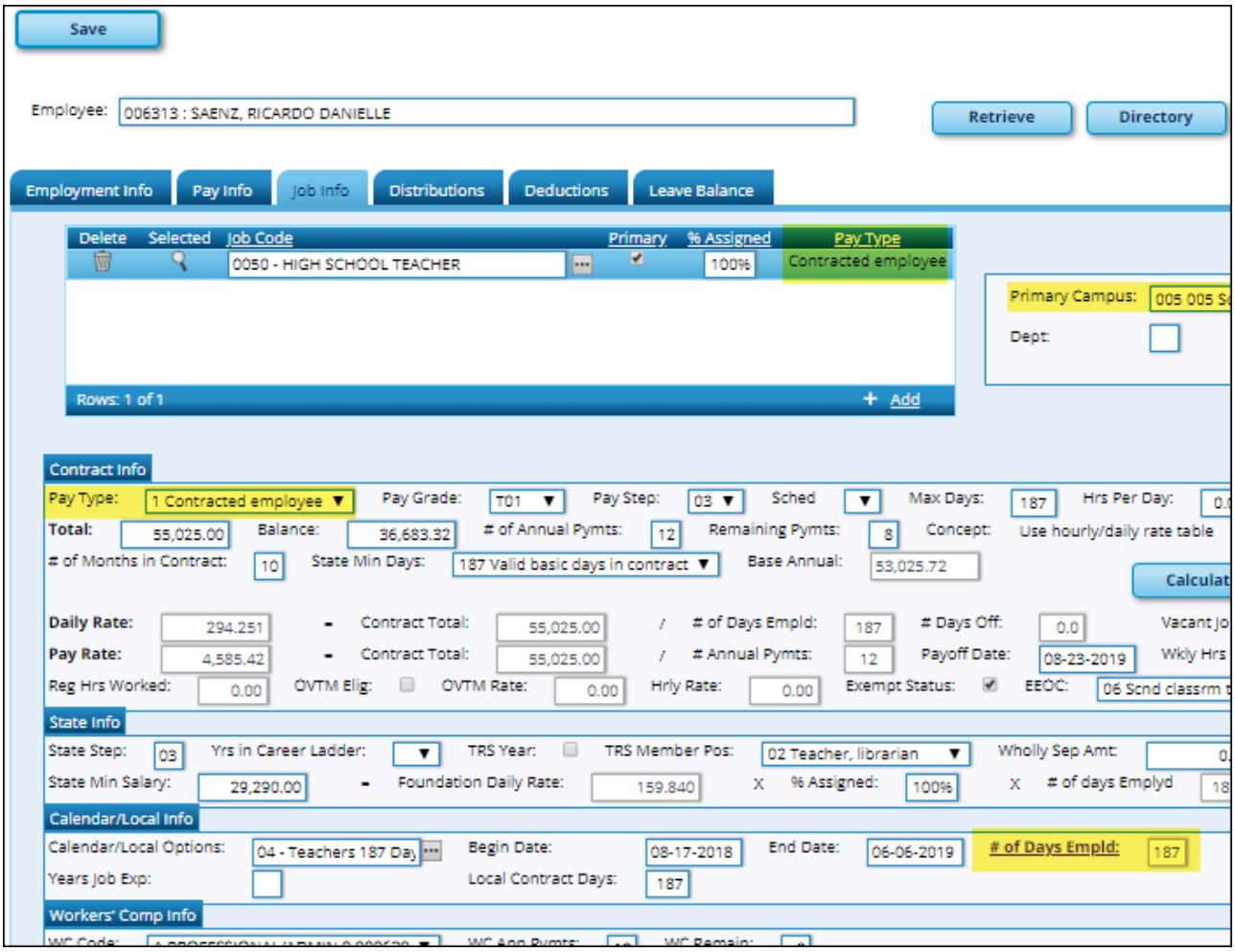


❑ HIGHEST-DEGREE-LEVEL-CODE **Highest Degree** (E0730) is the highest grade level in school completed or its equivalent, or the highest degree received.

❑ TOTAL-YEARS-PROF-EXPERIENCE **Years Experience (Professional) - Total** (E0130) is the number of verifiable years of creditable experience. Only completed years of professional experience (not including the current year) are counted. This is only reported for professional staff.

❑ YEARS-EXPERIENCE-IN-DISTRICT **Years Experience (Professional) - In District** (E0161) is the number of completed years that a person has been employed in any professional position in the current district or education service center, whether or not there has been any interruption in service.

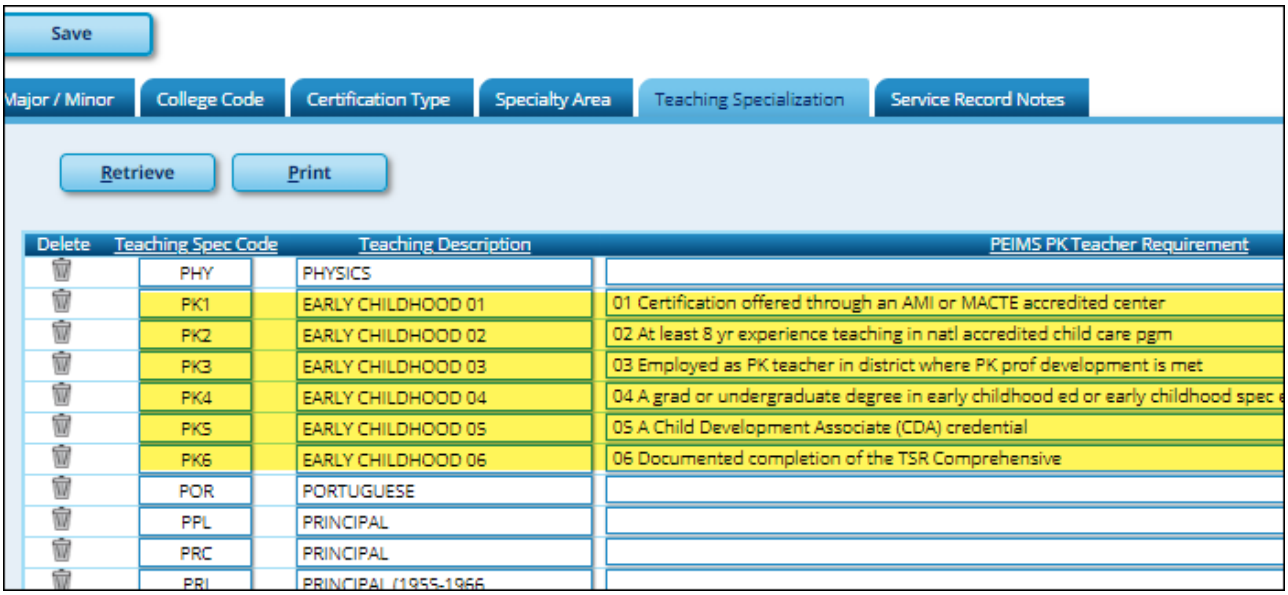
Human Resources > Maintenance > Staff Job/Pay Data > Job Info



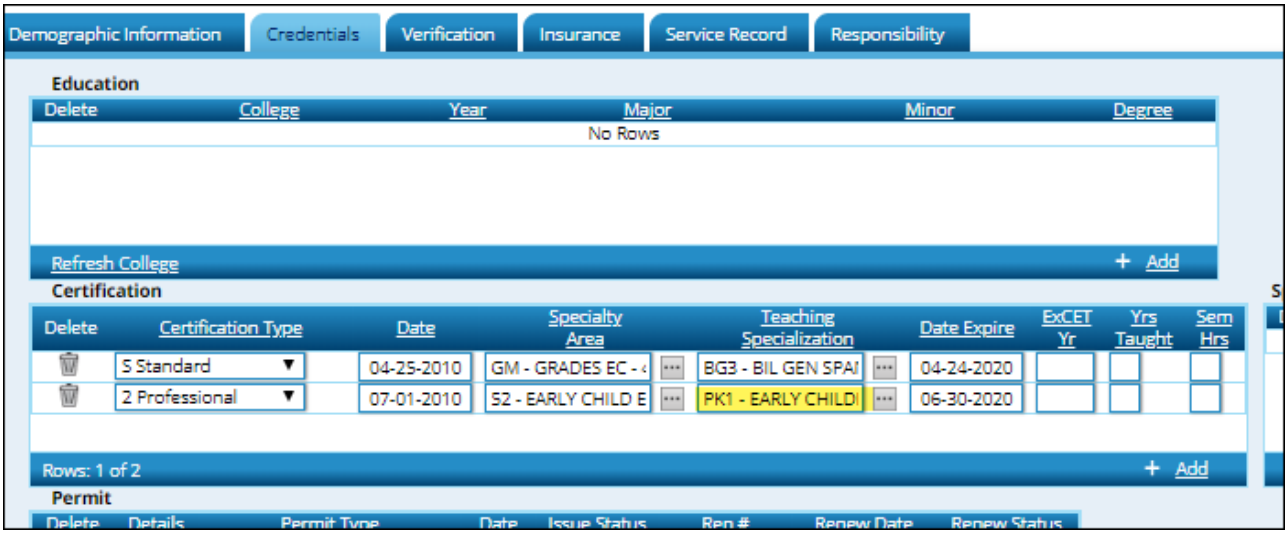
❑ STAFF-TYPE-CODE **Pay Type** (E1073) indicates if the staff person is on the district payroll or is a contracted instructional staff person. For Submission 3, all classroom teachers must be reported.

Human Resources > Tables > Credentials > Teaching Specialization

The **PEIMS PK Teacher Requirement** field is used to indicate if a particular teaching specialization code is associated with required additional qualifications for the High Quality Prekindergarten grant.



Human Resources > Maintenance > Staff Demo > Credentials

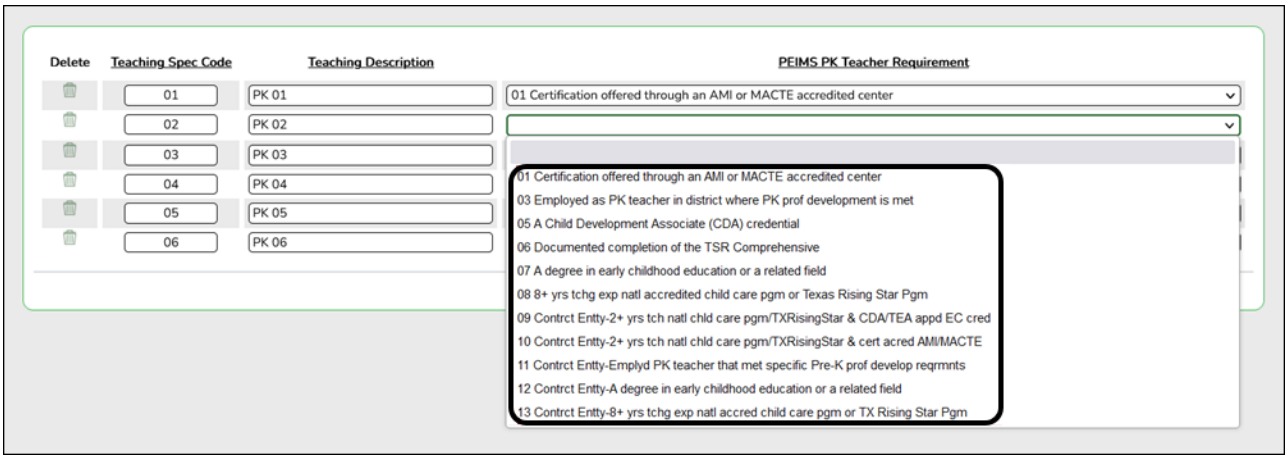


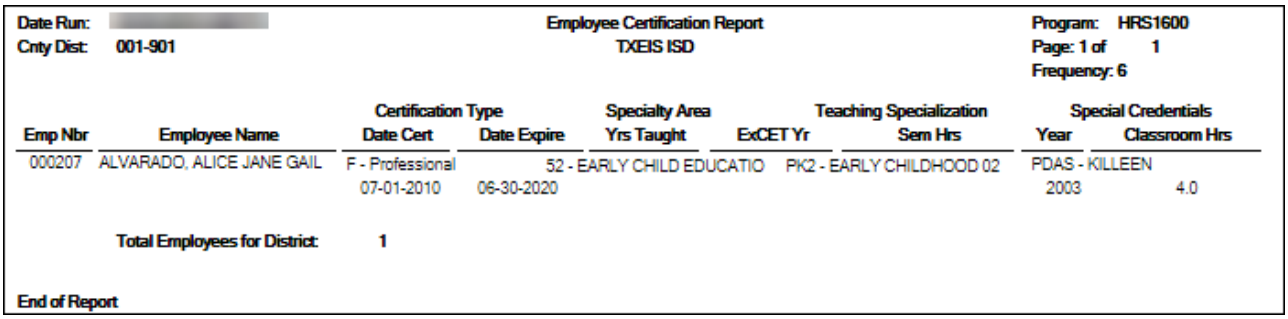
❑ PK-TEACHER-REQUIREMENT **PEIMS PK Teacher Requirement/Teaching Specialization** (E1581) indicates how the instructor meets the requirement for prekindergarten certification. This only applies if you have received the High Quality Prekindergarten grant.

RUN REPORT FOR VERIFYING STAFF-EXTENSION COMPLEX TYPE DATA

Human Resources > Reports > HR Reports > Personnel Reports > HRS1600 - Certification Report

HRS1600 allows you to view a list of instructors assigned to a particular teacher specialization code that is associated with the PK teacher certification requirement.





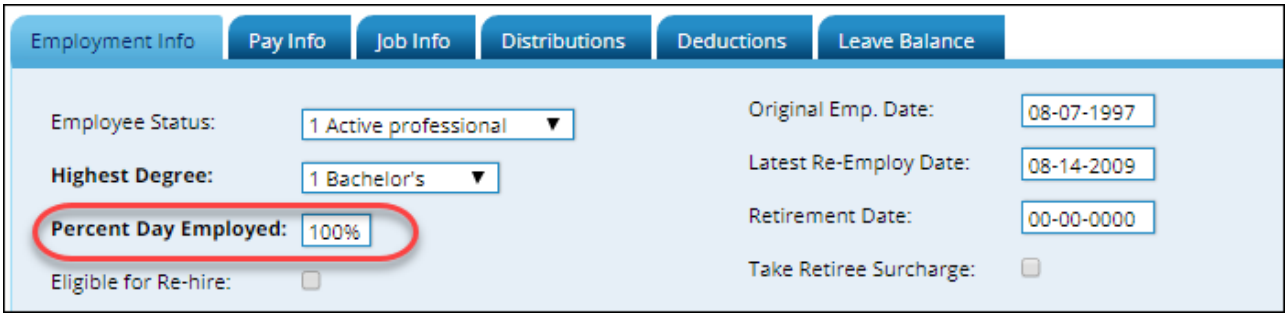
Complex Type: StaffEducationOrgEmploymentAssociationExtension

***Description*:** Represents the education organization an employee, contractor, volunteer or other service provider is formally associated with, typically indicated by which organization the staff member has a services contract with or receives their compensation.

Only staff with ROLE-ID 047 (Substitute Teacher) or 087 (Teacher) are required to be submitted in Submission 3.

The following elements from the *StaffEducationOrgEmploymentAssociationExtension* complex type are included in Submission 3:

Human Resources > Maintenance > Staff Job/Pay Data > Employment Info

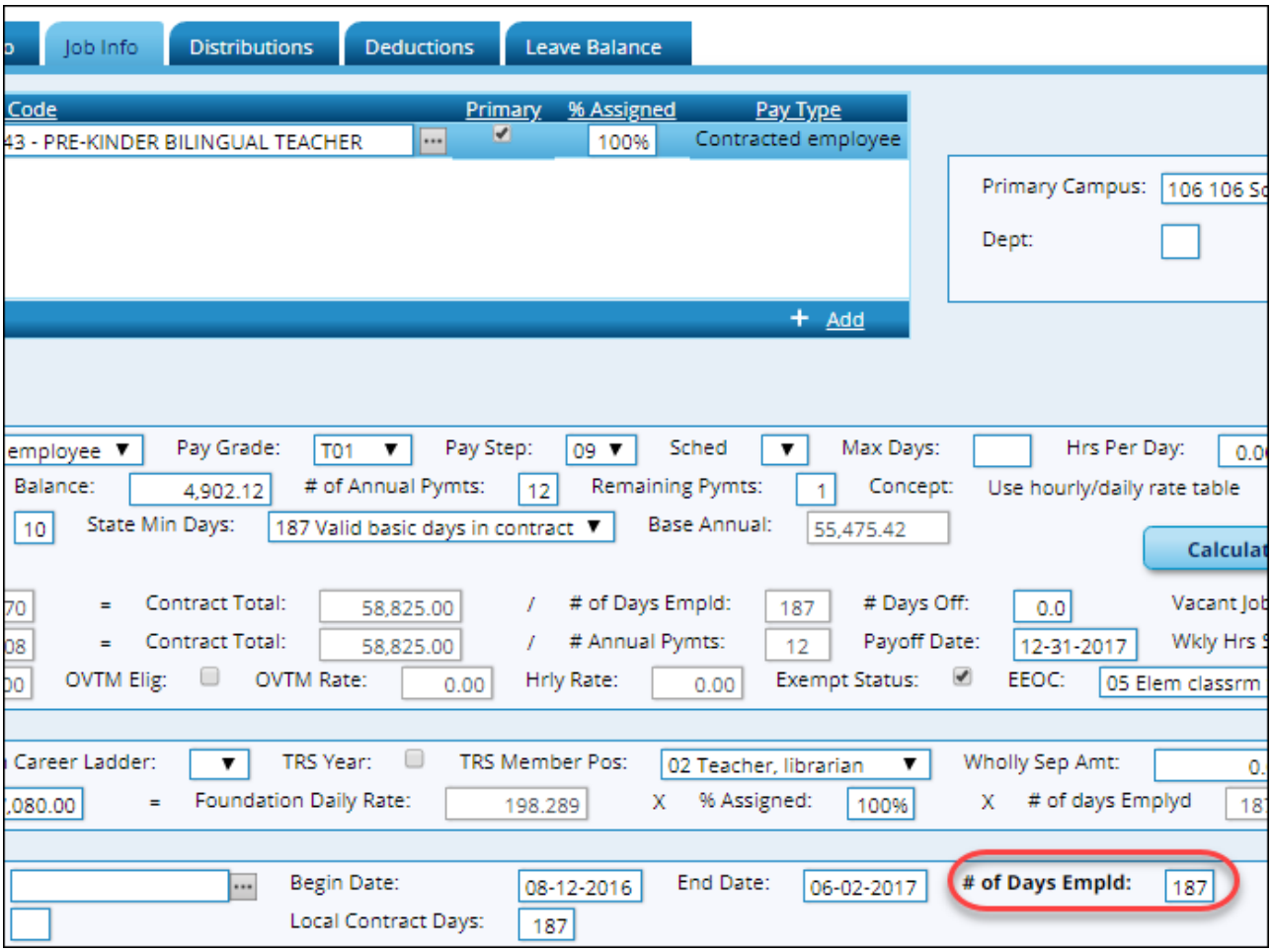


❑ PERCENT-DAY-EMPLOYED Percent Day Employed (E0760) is the percentage of a standard district work day for which the employee is hired to work. For an employee on contract, the percentage can be determined directly from the contract: full-time = 100, half- time = 050, and so on. For a non-contract employee, the percentage can be determined as follows.

Example: The standard work day for the district 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, which 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 district work day, not the job.

Human Resources > Maintenance > Staff Job/Pay Data > Job Info



❑ NUMBER-DAYS-EMPLOYED **Calendar/Local Info - # of Days Empld** (E0160) is the actual number of at-work days within the school year the person is scheduled to work in the district. This number does not include holidays, weekends, and any other days the employee is not scheduled to work. If a person does not work the same amount of days as shown on the contract (e.g., the person does not begin work at the start of the school year), the actual number of days the employee will work must be reported. If a workday calendar is set up on ***HR > Tables > Workday Calendars***, the **# of Days Empld** field is set according to the

selected calendar. If a calendar is not set up, the **# of Days EmpId** field is determined by the **Begin Date** and **End Date** fields on the Job Info tab, or can be manually entered.

Complex Type: TeacherSectionAssociationExtension

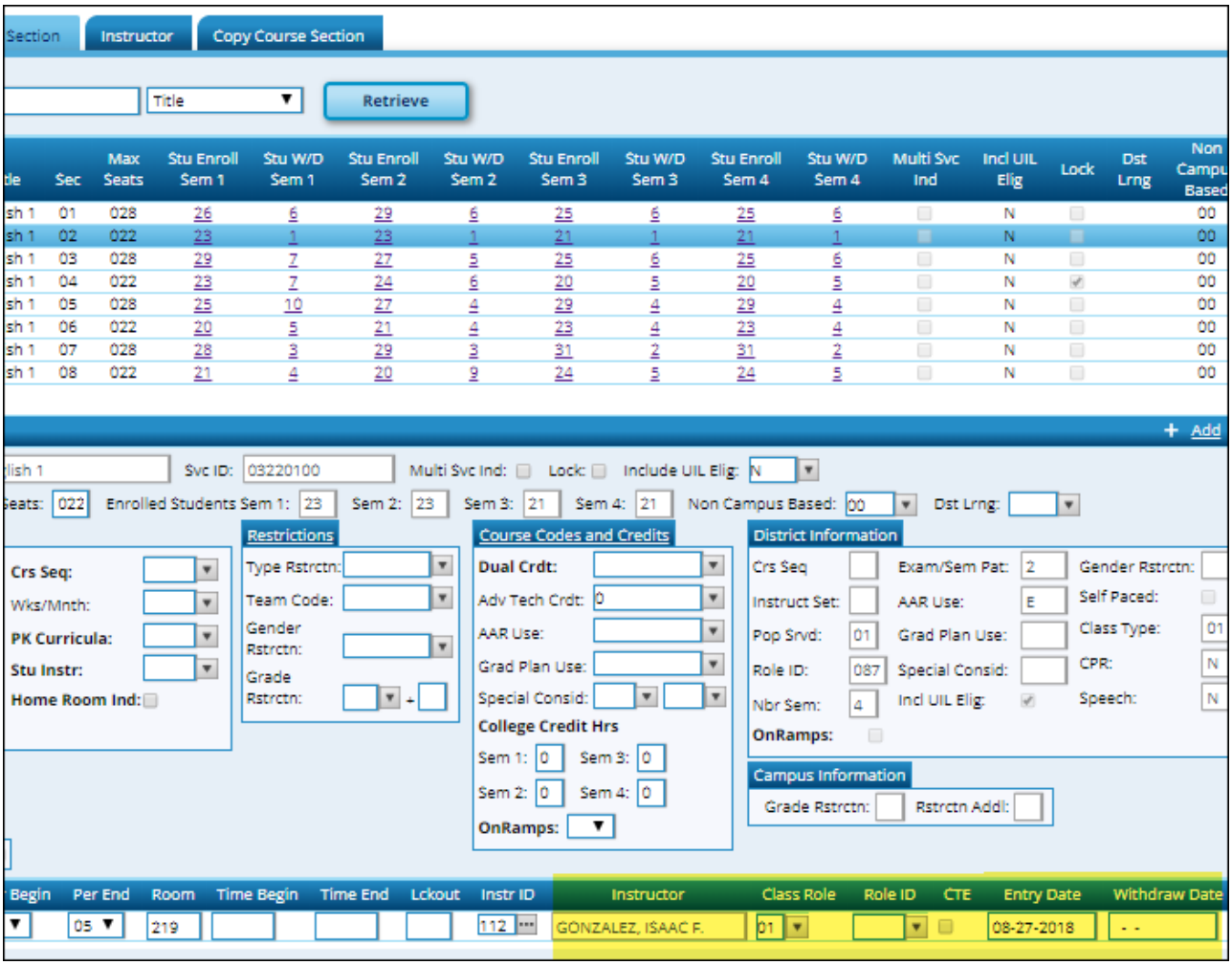
***Description*:** Represents a person employed by the LEA or other educational unit engaged in student instruction. These persons are instructional-type staff members.

At least one *TeacherSectionAssociationExtension* record must be submitted in Submission 3 for each reportable unique course-section that was offered during the school year.

The following elements from the *TeacherSectionAssociationExtension* complex type are included in Submission 3:

❑ COURSE-SEQUENCE-CODE (E0948) - Described previously.

Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Section



❑ CLASS-ROLE **Class Role** (E1067) indicates the role served by an instructor for a class, such as Teacher of Record, Assistant Teacher, or Support Teacher. Only Class Role 01 (Teacher of Record) is reported in the summer submission.

❑ ROLE-ID **Role ID** (E0721) indicates the capacity in which the instructor serves, such as teacher or therapist.

> **NOTE:** The **Role ID** field exists on both the district course and the campus section records. If a code exists on the section record, it is extracted from the section record. If the code is blank on the section record, the code is extracted from the district course record.

❑ ASSIGNMENT-BEGIN-DATE **Entry Date** (E1065) is the date the instructor was assigned, or reassigned, to a particular course-section in the current school year. If more than one instructor is assigned to a course-section during the duration of a course-section, a record is required for each instructor that was assigned to the course-section.

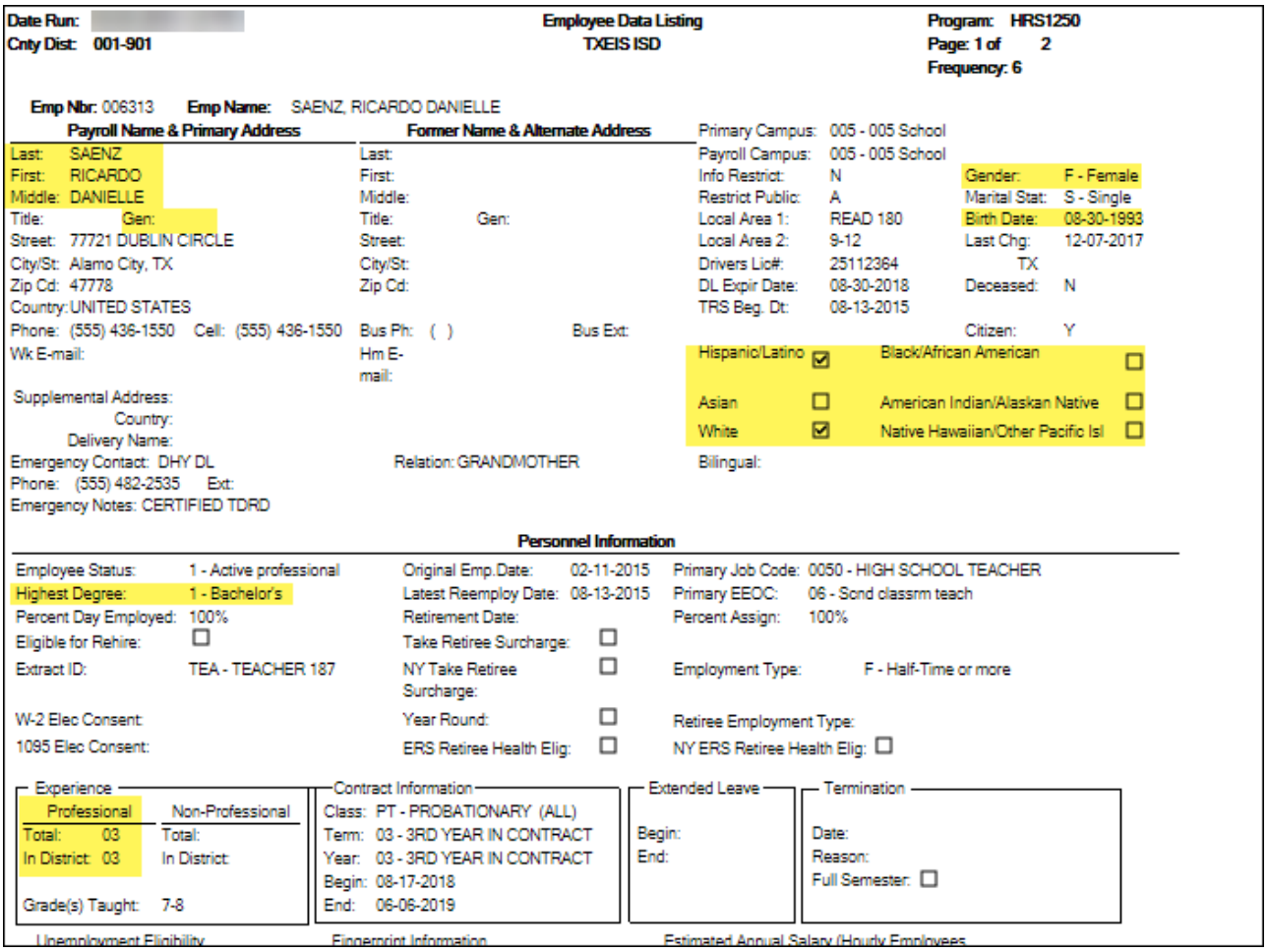
❑ ASSIGNMENT-END-DATE **Withdraw Date** (E1066) is the last date the instructor was

assigned to a particular course-section in the current school year.

RUN REPORTS FOR VERIFYING STAFF-ASSOCIATION-EXTENSION INTERCHANGE DATA

Human Resources > Reports > HR Reports > Personnel Reports > HRS1250 - Employee Data Listing

HRS1250 allows you to verify demographic, responsibilities, salary, and account data for employees, one person per page. For the **Include Reports** parameter, select *Payroll*, *Job*, *Distribution*, and *Responsibility*.



Date Run: [redacted]
Cnty Dist: 001-901

Employee Data Listing
TXEIS ISD

Program: HRS1250
Page: 1 of 2
Frequency: 6

Emp Nbr: 006313 Emp Name: SAENZ, RICARDO DANIELLE

Payroll Name & Primary Address	Former Name & Alternate Address
Last: SAENZ	Last:
First: RICARDO	First:
Middle: DANIELLE	Middle:
Title: Gen:	Title: Gen:
Street: 77721 DUBLIN CIRCLE	Street:
City/St: Alamo City, TX	City/St:
Zip Cd: 47778	Zip Cd:
Country: UNITED STATES	
Phone: (555) 436-1550 Cell: (555) 436-1550	Bus Ph: ( ) Bus Ext:
Wk E-mail:	Hm E-mail:
Supplemental Address:	
Country:	
Delivery Name:	
Emergency Contact: DHY DL	Relation: GRANDMOTHER
Phone: (555) 482-2535 Ext:	
Emergency Notes: CERTIFIED TDRD	

Primary Campus: 005 - 005 School
Payroll Campus: 005 - 005 School
Info Restrict: N
Restrict Public: A
Local Area 1: READ 180
Local Area 2: 9-12
Drivers Lic#: 25112364 TX
DL Expir Date: 08-30-2018
TRS Beg. Dt: 08-13-2015

Gender: F - Female
Marital Stat: S - Single
Birth Date: 08-30-1993
Last Chg: 12-07-2017
Deceased: N
Citizen: Y

Hispanic/Latino ☑ Black/African American ☐
Asian ☐ American Indian/Alaskan Native ☐
White ☑ Native Hawaiian/Other Pacific Isl ☐
Bilingual:

Personnel Information

Employee Status:	1 - Active professional	Original Emp.Date:	02-11-2015	Primary Job Code:	0050 - HIGH SCHOOL TEACHER
Highest Degree:	1 - Bachelor's	Latest Reemploy Date:	08-13-2015	Primary EEOC:	06 - Scnd classrm teach
Percent Day Employed:	100%	Retirement Date:		Percent Assign:	100%
Eligible for Rehire:	☐	Take Retiree Surcharge:	☐		
Extract ID:	TEA - TEACHER 187	NY Take Retiree Surcharge:	☐	Employment Type:	F - Half-Time or more
W-2 Elec Consent:		Year Round:	☐	Retiree Employment Type:	
1095 Elec Consent:		ERS Retiree Health Elig:	☐	NY ERS Retiree Health Elig:	☐

Experience

Professional		Non-Professional	
Total:	03	Total:	
In District:	03	In District:	

Grade(s) Taught: 7-8

Contract Information
Class: PT - PROBATIONARY (ALL)
Term: 03 - 3RD YEAR IN CONTRACT
Year: 03 - 3RD YEAR IN CONTRACT
Begin: 08-17-2018
End: 06-06-2019

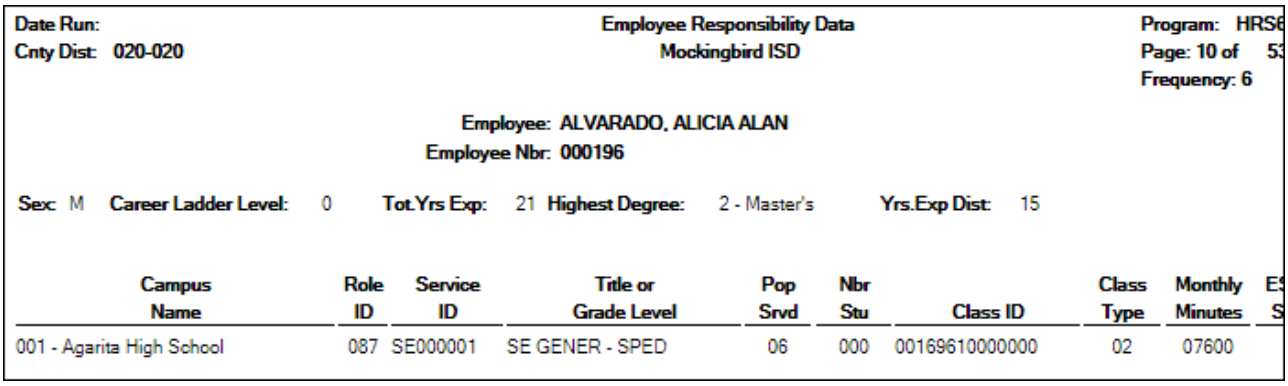
Extended Leave
Begin:
End:

Termination
Date:
Reason:
Full Semester: ☐

Unemployment Eligibility | Fingerprint Information | Estimated Annual Salary (Hourly Employees

Human Resources > Reports > HR Reports > Payroll Information Reports > HRS6350 - Employee Responsibility Data

HRS6350 provides responsibility data entered for employees, one employee per page.



Date Run:
Cnty Dist: 020-020

Employee Responsibility Data
Mockingbird ISD

Program: HRS6
Page: 10 of 53
Frequency: 6

Employee: ALVARADO, ALICIA ALAN
Employee Nbr: 000196

Sex: M Career Ladder Level: 0 Tot.Yrs Exp: 21 Highest Degree: 2 - Master's Yrs.Exp Dist: 15

Campus Name	Role ID	Service ID	Title or Grade Level	Pop Srvd	Nbr Stu	Class ID	Class Type	Monthly Minutes	ES S
001 - Agarita High School	087	SE000001	SE GENER - SPED	06	000	00169610000000	02	07600	

ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover