



## **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**

The screenshot shows a software interface for managing staff demographic information. At the top, there is a search bar with the text 'Employee: 006313 : SAENZ, RICARDO DANIELLE' and buttons for 'Save', 'Retrieve', 'Directory', and 'Add Emp'. Below the search bar, a navigation bar includes tabs for 'Demographic Information', 'Credentials', 'Verification', 'Insurance', 'Service Record', and 'Responsibility'. The 'Demographic Information' tab is selected. The main content area contains the following fields:

- Name:** Fields for Legal (Ricardo, Danielle, Saenz), Former, Title, First, Middle, Last, and Generation. The 'First' field is highlighted in yellow.
- Addresses:** Fields for Mailing (Number: 77721, Street/P.O. Box: DUBLIN CIRCLE, City: Alamo City, State: TX TEXAS, Zip: 47778, Country: UNITED STATES) and Alternate (Address, Country, Delivery Name). The 'Mailing' section is highlighted in yellow.
- Demographic:** Fields for Sex (Female), DOB (08-30-1993), Marital Status (Single), Citizenship (checked), Driver's License (25112364), DL State (TX TEXAS), DL Expir Date (08-30-2018), and Other Language (unchecked). The 'DOB' field is highlighted in yellow.
- Demographic (continued):** A section for Ethnicity and Race. The 'Hispanic/Latino' checkbox is checked and highlighted in yellow. The 'Race' section shows options for American Indian Alaskan Native, Native Hawaiian Pacific Islander, Asian, White, and Black African American. The 'White' checkbox is checked and highlighted in yellow.

- 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***

[Save](#)

Employee: 006313 : SAENZ, RICARDO DANIELLE [Retrieve](#) [Directory](#)

[Employment Info](#) [Pay Info](#) [Job Info](#) [Distributions](#) [Deductions](#) [Leave Balance](#)

Employee Status: <input type="text" value="1 Active professional"/>	Original Emp. Date: <input type="text" value="02-11-2015"/>	Primary job Code: <input type="text" value="0050 -"/>
Highest Degree: <input type="text" value="1 Bachelor's"/>	Latest Re-Employ Date: <input type="text" value="08-13-2015"/>	Primary EEOC: <input type="text" value="06 - Sc"/>
Percent Day Employed: <input type="text" value="100%"/>	Retirement Date: <input type="text" value="00-00-0000"/>	Percent Assigned: <input type="text" value="100%"/>
Eligible for Re-hire: <input type="checkbox"/>	Take Retiree Surcharge: <input type="checkbox"/>	
Extract ID: <input type="text" value="TEA TEACHER 187 DAYS"/>	NY Take Retiree Surcharge: <input type="checkbox"/>	Employment Type: <input type="text" value=""/>
W-2 Elec Consent: <input type="text" value=""/>	Year Round: <input type="checkbox"/>	Retiree Employment Type: <input type="text" value=""/>
1095 Elec Consent: <input type="text" value=""/>	ERS Retiree Health Elig: <input type="checkbox"/>	PEIMS Auxiliary Role ID: <input type="text" value=""/>
	NY ERS Retiree Health Elig: <input type="checkbox"/>	

<b>Years Experience</b>	<b>Contract Information</b>	<b>Extended Leave</b>	<b>Termination</b>
--Professional-- Total: <input type="text" value="03"/> In District: <input type="text" value="03"/>	Total: <input type="text" value=""/>	Class: <input type="text" value="PT PROBATIONARY (ALL)"/> Term: <input type="text" value="03 3RD YEAR IN CONTRACT"/> Year: <input type="text" value="03 3RD YEAR IN CONTRACT"/>	Begin: <input type="text" value="00-00-0000"/> End: <input type="text" value="00-00-0000"/>
			Date: <input type="text" value="00-00-0000"/> Reason: <input type="text" value=""/> Full Semester: <input type="checkbox"/>

[Unemployment Eligibility](#) [Fingerprint Information](#) [Estimated Annual Salary \(Hourly Employees Only\)](#)

- 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**

**Save**

Employee: 006313 : SAENZ, RICARDO DANIELLE **Retrieve** **Directory**

**Employment Info** **Pay Info** **Job Info** **Distributions** **Deductions** **Leave Balance**

Delete	Selected	Job Code	Primary	% Assigned	Pay Type
		0050 - HIGH SCHOOL TEACHER	<input checked="" type="checkbox"/>	100%	Contracted employee
Rows: 1 of 1 <span style="float: right;"><b>+ Add</b></span>					

**Contract Info**

Pay Type:	1 Contracted employee	Pay Grade:	T01	Pay Step:	03	Sched:	<input type="button" value="▼"/>	Max Days:	187	Hrs Per Day:	0.0
Total:	55,025.00	Balance:	36,683.32	# of Annual Pymts:	12	Remaining Pymts:	8	Concept:	Use hourly/daily rate table		
# of Months in Contract:	10	State Min Days:	187	Valid basic days in contract	<input type="button" value="▼"/>	Base Annual:	53,025.72	<b>Calculate</b>			
Daily Rate:	294.251	-	Contract Total:	55,025.00	/	# of Days Empld:	187	# Days Off:	0.0	Vacant Jo	
Pay Rate:	4,585.42	-	Contract Total:	55,025.00	/	# Annual Pymts:	12	Payoff Date:	08-23-2019	Wkly Hrs	
Reg Hrs Worked:	0.00	CVTM Elig:	<input type="checkbox"/>	CVTM Rate:	0.00	Hrly Rate:	0.00	Exempt Status:	<input checked="" type="checkbox"/>	EEOC: 06 Scnd classrm t	

**State Info**

State Step:	03	Yrs in Career Ladder:	<input type="button" value="▼"/>	TRS Year:	<input type="checkbox"/>	TRS Member Pos:	02 Teacher, librarian	Wholly Sep Amt:	0.00
State Min Salary:	29,290.00	-	Foundation Daily Rate:	159.840	X	% Assigned:	100%	X	# of days Empld

**Calendar/Local Info**

Calendar/Local Options:	04 - Teachers 187 Day	Begin Date:	08-17-2018	End Date:	06-06-2019	# of Days Empld:	187
Years Job Exp:	<input type="button" value="▼"/>	Local Contract Days:	187				

**Workers' Comp Info**

WC Code:	1 PROFESSIONAL EXPERT/TEACHING	WC Ann Pymts:	<input type="button" value="▼"/>	WC Remain:	<input type="button" value="▼"/>
----------	--------------------------------	---------------	----------------------------------	------------	----------------------------------

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.

Save		Major / Minor	College Code	Certification Type	Specialty Area	Teaching Specialization	Service Record Notes		
		Retrieve		Print					
Delete	Teaching Spec Code	Teaching Description	PEIMS PK Teacher Requirement						
	PHY	PHYSICS							
	PK1	EARLY CHILDHOOD 01	01 Certification offered through an AMI or MACTE accredited center						
	PK2	EARLY CHILDHOOD 02	02 At least 8 yr experience teaching in natl accredited child care pgm						
	PK3	EARLY CHILDHOOD 03	03 Employed as PK teacher in district where PK prof development is met						
	PK4	EARLY CHILDHOOD 04	04 A grad or undergraduate degree in early childhood ed or early childhood spec						
	PK5	EARLY CHILDHOOD 05	05 A Child Development Associate (CDA) credential						
	PK6	EARLY CHILDHOOD 06	06 Documented completion of the TSR Comprehensive						
	POR	PORTUGUESE							
	PPL	PRINCIPAL							
	PRC	PRINCIPAL							
	PRI	PRINCIPAL /1955-1966							

### Human Resources > Maintenance > Staff Demo > Credentials

Demographic Information		Credentials	Verification	Insurance	Service Record	Responsibility		
<b>Education</b>								
Delete	College	Year	Major	Minor	Degree			
No Rows								
<b>Certification</b>								
Delete	Certification Type	Date	Specialty Area	Teaching Specialization	Date Expire	ExCET Yr	Yrs Taught	Sem Hrs
	S Standard	04-25-2010	GM - GRADES EC - 4	... BG3 - BIL GEN SPA/	04-24-2020			
	Z Professional	07-01-2010	S2 - EARLY CHILD E	... PK1 - EARLY CHILD	06-30-2020			
Rows: 1 of 2								
<b>Permit</b>								
Delete	Details	Permit Type	Date	Issue Status	Ren #	Renew Date	Renew Status	

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.

Delete	Teaching Spec Code	Teaching Description	PEIMS PK Teacher Requirement
	01	PK 01	01 Certification offered through an AMI or MACTE accredited center
	02	PK 02	02
	03	PK 03	03
	04	PK 04	04
	05	PK 05	05
	06	PK 06	06

Date Run: 001-901		Employee Certification Report TXEIS ISD					Program: HRS1600 Page: 1 of 1 Frequency: 6	
Emp Nbr	Employee Name	Certification Type	Date Cert	Date Expire	Specialty Area Yrs Taught	Teaching Specialization ExCET Yr	Special Credentials Year	Classroom Hrs
000207	ALVARADO, ALICE JANE GAIL	F - Professional	07-01-2010	06-30-2020	52 - EARLY CHILD EDUCATION 0	PK2 - EARLY CHILDHOOD 02	PDAS - KILLEEN 2003	4.0
Total Employees for District:		1						
End of Report								

## 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

Employment Info	Pay Info	Job Info	Distributions	Deductions	Leave Balance
Employee Status: 1 Active professional	Original Emp. Date: 08-07-1997				
Highest Degree: 1 Bachelor's	Latest Re-Employ Date: 08-14-2009				
Percent Day Employed: 100%	Retirement Date: 00-00-0000				
Eligible for Re-hire: <input type="checkbox"/>	Take Retiree Surcharge: <input type="checkbox"/>				

**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 Empld** 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***

Section		Instructor		Copy Course Section										
		Title		<input type="button" value="Retrieve"/>										
Sec	Max Seats	Stu Enroll Sem 1	Stu W/D Sem 1	Stu Enroll Sem 2	Stu W/D Sem 2	Stu Enroll Sem 3	Stu W/D Sem 3	Stu Enroll Sem 4	Stu W/D Sem 4	Multi Svc Ind	Incl UIL Elig	Lock	Dst Lrng	Non Campus Based
sh 1 01	028	26	6	29	6	25	6	25	6	<input type="checkbox"/>	N	<input type="checkbox"/>		00
sh 1 02	022	23	1	23	1	21	1	21	1	<input type="checkbox"/>	N	<input type="checkbox"/>		00
sh 1 03	028	29	7	27	6	25	6	25	6	<input type="checkbox"/>	N	<input type="checkbox"/>		00
sh 1 04	022	23	7	24	6	20	5	20	5	<input type="checkbox"/>	N	<input checked="" type="checkbox"/>		00
sh 1 05	028	25	10	27	4	29	4	29	4	<input type="checkbox"/>	N	<input type="checkbox"/>		00
sh 1 06	022	20	5	21	4	23	4	23	4	<input type="checkbox"/>	N	<input type="checkbox"/>		00
sh 1 07	028	28	3	29	13	31	2	31	2	<input type="checkbox"/>	N	<input type="checkbox"/>		00
sh 1 08	022	21	4	20	9	24	5	24	5	<input type="checkbox"/>	N	<input type="checkbox"/>		00

  

Class 1	Svc ID: 03220100	Multi Svc Ind: <input type="checkbox"/>	Lock: <input type="checkbox"/>	Include UIL Elig: <input type="checkbox"/>																																																																																																																			
Seats: 022	Enrolled Students Sem 1: 23	Sem 2: 23	Sem 3: 21	Sem 4: 21	Non Campus Based: 00	Dst Lrng: <input type="checkbox"/>																																																																																																																	
<table border="1"> <tr> <td colspan="2">Restrictions</td> <td colspan="2">Course Codes and Credits</td> <td colspan="2">District Information</td> </tr> <tr> <td>Crs Seq:</td> <td><input type="text"/></td> <td>Type Rstrctn:</td> <td><input type="text"/></td> <td>Crs Seq:</td> <td><input type="text"/></td> </tr> <tr> <td>Wks/Mnth:</td> <td><input type="text"/></td> <td>Team Code:</td> <td><input type="text"/></td> <td>Exam/Sem Pat:</td> <td>2</td> </tr> <tr> <td>PK Curricula:</td> <td><input type="text"/></td> <td>Gender Rstrctn:</td> <td><input type="text"/></td> <td>Gender Rstrctn:</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Stu Instr:</td> <td><input type="text"/></td> <td>Grade Rstrctn:</td> <td><input type="text"/></td> <td>Instruct Set:</td> <td><input type="text"/></td> </tr> <tr> <td>Home Room Ind:</td> <td><input type="checkbox"/></td> <td colspan="2"></td> <td>AAR Use:</td> <td>E</td> </tr> <tr> <td colspan="2"></td> <td colspan="2"> <table border="1"> <tr> <td colspan="2">College Credit Hrs</td> </tr> <tr> <td>Sem 1: 0</td> <td>Sem 3: 0</td> </tr> <tr> <td>Sem 2: 0</td> <td>Sem 4: 0</td> </tr> <tr> <td colspan="2">OnRamps: <input type="text"/></td> </tr> </table> </td> <td>Self Paced:</td> <td><input type="checkbox"/></td> </tr> <tr> <td colspan="2"></td> <td colspan="2"></td> <td>Pop Srvd:</td> <td>01</td> </tr> <tr> <td colspan="2"></td> <td colspan="2"></td> <td>Grad Plan Use:</td> <td><input type="checkbox"/></td> </tr> <tr> <td colspan="2"></td> <td colspan="2"></td> <td>Role ID:</td> <td>087</td> </tr> <tr> <td colspan="2"></td> <td colspan="2"></td> <td>Special Consid:</td> <td><input type="checkbox"/></td> </tr> <tr> <td colspan="2"></td> <td colspan="2"></td> <td>Nbr Sem:</td> <td>4</td> </tr> <tr> <td colspan="2"></td> <td colspan="2"></td> <td>Incl UIL Elig:</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td colspan="2"></td> <td colspan="2"></td> <td>Speech:</td> <td><input type="checkbox"/></td> </tr> <tr> <td colspan="2"></td> <td colspan="2"></td> <td>OnRamps:</td> <td><input type="checkbox"/></td> </tr> <tr> <td colspan="2"></td> <td colspan="2"></td> <td colspan="2">Campus Information</td> </tr> <tr> <td colspan="2"></td> <td colspan="2"></td> <td>Grade Rstrctn:</td> <td><input type="checkbox"/></td> </tr> <tr> <td colspan="2"></td> <td colspan="2"></td> <td>Rstrctn Addtl:</td> <td><input type="checkbox"/></td> </tr> </table>		Restrictions		Course Codes and Credits		District Information		Crs Seq:	<input type="text"/>	Type Rstrctn:	<input type="text"/>	Crs Seq:	<input type="text"/>	Wks/Mnth:	<input type="text"/>	Team Code:	<input type="text"/>	Exam/Sem Pat:	2	PK Curricula:	<input type="text"/>	Gender Rstrctn:	<input type="text"/>	Gender Rstrctn:	<input type="checkbox"/>	Stu Instr:	<input type="text"/>	Grade Rstrctn:	<input type="text"/>	Instruct Set:	<input type="text"/>	Home Room Ind:	<input type="checkbox"/>			AAR Use:	E			<table border="1"> <tr> <td colspan="2">College Credit Hrs</td> </tr> <tr> <td>Sem 1: 0</td> <td>Sem 3: 0</td> </tr> <tr> <td>Sem 2: 0</td> <td>Sem 4: 0</td> </tr> <tr> <td colspan="2">OnRamps: <input type="text"/></td> </tr> </table>		College Credit Hrs		Sem 1: 0	Sem 3: 0	Sem 2: 0	Sem 4: 0	OnRamps: <input type="text"/>		Self Paced:	<input type="checkbox"/>					Pop Srvd:	01					Grad Plan Use:	<input type="checkbox"/>					Role ID:	087					Special Consid:	<input type="checkbox"/>					Nbr Sem:	4					Incl UIL Elig:	<input checked="" type="checkbox"/>					Speech:	<input type="checkbox"/>					OnRamps:	<input type="checkbox"/>					Campus Information						Grade Rstrctn:	<input type="checkbox"/>					Rstrctn Addtl:	<input type="checkbox"/>	Class Type:	01
Restrictions		Course Codes and Credits		District Information																																																																																																																			
Crs Seq:	<input type="text"/>	Type Rstrctn:	<input type="text"/>	Crs Seq:	<input type="text"/>																																																																																																																		
Wks/Mnth:	<input type="text"/>	Team Code:	<input type="text"/>	Exam/Sem Pat:	2																																																																																																																		
PK Curricula:	<input type="text"/>	Gender Rstrctn:	<input type="text"/>	Gender Rstrctn:	<input type="checkbox"/>																																																																																																																		
Stu Instr:	<input type="text"/>	Grade Rstrctn:	<input type="text"/>	Instruct Set:	<input type="text"/>																																																																																																																		
Home Room Ind:	<input type="checkbox"/>			AAR Use:	E																																																																																																																		
		<table border="1"> <tr> <td colspan="2">College Credit Hrs</td> </tr> <tr> <td>Sem 1: 0</td> <td>Sem 3: 0</td> </tr> <tr> <td>Sem 2: 0</td> <td>Sem 4: 0</td> </tr> <tr> <td colspan="2">OnRamps: <input type="text"/></td> </tr> </table>		College Credit Hrs		Sem 1: 0	Sem 3: 0	Sem 2: 0	Sem 4: 0	OnRamps: <input type="text"/>		Self Paced:	<input type="checkbox"/>																																																																																																										
College Credit Hrs																																																																																																																							
Sem 1: 0	Sem 3: 0																																																																																																																						
Sem 2: 0	Sem 4: 0																																																																																																																						
OnRamps: <input type="text"/>																																																																																																																							
				Pop Srvd:	01																																																																																																																		
				Grad Plan Use:	<input type="checkbox"/>																																																																																																																		
				Role ID:	087																																																																																																																		
				Special Consid:	<input type="checkbox"/>																																																																																																																		
				Nbr Sem:	4																																																																																																																		
				Incl UIL Elig:	<input checked="" type="checkbox"/>																																																																																																																		
				Speech:	<input type="checkbox"/>																																																																																																																		
				OnRamps:	<input type="checkbox"/>																																																																																																																		
				Campus Information																																																																																																																			
				Grade Rstrctn:	<input type="checkbox"/>																																																																																																																		
				Rstrctn Addtl:	<input type="checkbox"/>																																																																																																																		
						CPR:	<input type="checkbox"/>																																																																																																																
						Speech:	<input type="checkbox"/>																																																																																																																

- 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]		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		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 DL Expir Date: 08-30-2018 TRS Beg. Dt: 08-13-2015 Last: SAENZ First: RICARDO Middle: DANIELLE Title: Gen: Street: 77721 DUBLIN CIRCLE City/St: Alamo City, TX Zip Cd: 47778 County: UNITED STATES Phone: (555) 436-1550 Cell: (555) 436-1550 Bus Ph: ( ) Bus Ext: Wk E-mail: Hm E-mail:									
				Gender: F - Female Marital Stat: S - Single Birth Date: 08-30-1993 Last Chg: 12-07-2017 TX Deceased: N Citizen: Y Hispanic/Latino <input checked="" type="checkbox"/> Black/African American <input type="checkbox"/> Asian <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> White <input checked="" type="checkbox"/> Native Hawaiian/Other Pacific Isl <input type="checkbox"/>									
Supplemental Address: Country: Delivery Name: Emergency Contact: DHY DL Phone: (555) 482-2535 Ext: Emergency Notes: CERTIFIED TDRO		Relation: GRANDMOTHER		Bilingual:									
<b>Personnel Information</b>													
Employee Status: 1 - Active professional Highest Degree: 1 - Bachelor's Percent Day Employed: 100% Eligible for Rehire: <input type="checkbox"/> Extract ID: TEA - TEACHER 187 W-2 Elec Consent: 1095 Elec Consent:		Original Emp.Date: 02-11-2015 Primary Job Code: 0050 - HIGH SCHOOL TEACHER Latest Reemploy Date: 08-13-2015 Primary EEOC: 06 - Sond classrm teach Retirement Date: Percent Assign: 100% Take Retiree Surcharge: <input type="checkbox"/> NY Take Retiree Surcharge: <input type="checkbox"/> Employment Type: F - Half-Time or more Year Round: <input type="checkbox"/> Retiree Employment Type: ERS Retiree Health Elig: <input type="checkbox"/> NY ERS Retiree Health Elig: <input type="checkbox"/>											
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Experience</td> <td style="width: 50%;">Contract Information</td> </tr> <tr> <td>Professional Total: 03 In District: 03 Grade(s) Taught: 7-8</td> <td>Class: PT - PROBATIONARY (ALL) Term: 03 - 3RD YEAR IN CONTRACT Year: 03 - 3RD YEAR IN CONTRACT Begin: 08-17-2018 End: 06-06-2019</td> </tr> </table>		Experience	Contract Information	Professional Total: 03 In District: 03 Grade(s) Taught: 7-8	Class: PT - PROBATIONARY (ALL) Term: 03 - 3RD YEAR IN CONTRACT Year: 03 - 3RD YEAR IN CONTRACT Begin: 08-17-2018 End: 06-06-2019	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Extended Leave</td> <td style="width: 50%;">Termination</td> </tr> <tr> <td>Begin: End:</td> <td>Date: Reason: Full Semester: <input type="checkbox"/></td> </tr> </table>		Extended Leave	Termination	Begin: End:	Date: Reason: Full Semester: <input type="checkbox"/>		
Experience	Contract Information												
Professional Total: 03 In District: 03 Grade(s) Taught: 7-8	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	Termination												
Begin: End:	Date: Reason: Full Semester: <input type="checkbox"/>												
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.

## State Reporting

Date Run: Cnty Dist: 020-020	Employee Responsibility Data Mockingbird ISD	Program: HRSE Page: 10 of 53 Frequency: 6							
<b>Employee: ALVARADO, ALICIA ALAN</b> <b>Employee Nbr: 000196</b>									
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	



## Back Cover