



nonclass

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Update data for the *StaffResponsibilitiesExtension* complex type as needed for services performed outside the classroom.

The *StaffResponsibilitiesExtension* complex reflects the assignments for professional and paraprofessional staff only. Multiple records are required for persons who perform duties on more than one campus, assume more than one role, and/or perform more than one type of service. By definition, if no staff responsibility record is reported, the assumption is made that the person is an auxiliary staff member.

Modify a record:


Select a staff person



To retrieve a staff person's records, select the staff person in one of the following ways:

Staff	Begin typing the staff ID. As you begin typing the staff ID, a drop-down list displays staff whose ID matches the numbers you have typed. From the drop-down list you can select the staff person.
Texas Unique Staff ID	Begin typing the staff person's Texas Unique Staff ID. As you begin typing the Texas Unique Staff ID, a drop-down list displays staff whose ID matches the numbers you have typed. From the drop-down list you can select the staff person.
Directory	Click Directory to select a staff person from the Staff Directory .

Click **Retrieve**.



Click **+Add** to add a blank row.

Field	Description
District	DISTRICT-ID (E0212) Type the district ID number registered with the TEA.
Campus	CAMPUS-ID (E0266) Select the campus. Click  to add or change the code for the field.

Field	Description
Role ID	<p>ROLE-ID (E0721) Code table: C021</p> <p>Select the capacity in which the employee serves, such as instructor, therapist, superintendent, etc.</p> <p>Rule 30090-0117: If Role ID is not 033 or 036, there must be at least one staff payroll record with a matching Texas Unique Staff ID where Obj is 6119 or 6112. Click  to add or change the code for the field.</p>
Service ID	<p>SERVICE-ID (E0724) Code table: C022</p> <p>Select the code indicating the services supplied by the employee. Local service IDs beginning with 8 or 9 can be manually entered.</p> <p>If highlighted in red, the value entered is not a valid selection in the drop down. However, if the service ID matches a local service ID mask value on the table, the program will allow the value when saving the record. Click  to add or change the code for the field.</p>
Population Served	<p>POPULATION-SERVED-CODE (E0747) Code table: C030</p> <p>Select the student population for which the service has been designed or is intended.</p>
ESC SSA	<p>ESC-SSA-STAFF-INDICATOR-CODE ESC/SSA (E1015) Code Table: C169</p> <p>Select whether the ESC staff responsibility being reported is part of a shared services arrangement (SSA) for which the ESC is the fiscal agent. This is reported by ESCs only; the field is not valid for school districts.</p>

Click **Save**.

Other functions and features:

	<p>Delete a row.</p> <p>Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click Save.</p>
Prev and Next	<p>Scroll through staff.</p> <p>Once a staff person is retrieved, click Prev or Next to scroll to the previous or next staff person alphabetically.</p>
Add	<p>Add a staff record.</p> <p>Click Add to add an employee record.</p>
+Add	<p>Add a non-classroom responsibilities record for the employee.</p>
Delete	<p>Delete all of the employee's records.</p> <p>Click Delete to delete all of the employee's records. A confirmation message is displayed.</p> <p>Click OK to continue. Otherwise, click Cancel.</p>

Change ID[Change the staff ID.](#)

The **Change ID** button is disabled until an employee is retrieved on the page.

Retrieve an employee, and click **Change ID**. The **Change Staff ID** section is displayed at the top of the page.

In the **New Staff ID** field, type a valid social security number that you would like to change the existing ID to, and then click **Submit**.

The **Change Staff ID** dialog box is displayed prompting you to review the change ID request information and accept the information if it is correct.

Click **OK** to continue. Otherwise, click **Cancel**.



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