



**nonclass**



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# Nonclassroom Responsibilities (Fall)

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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:

|                              |   |
|------------------------------|---|
| <b>Staff</b>                 | 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.  |
| <b>Texas Unique Staff ID</b> | 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. |
| <b>Directory</b>             | Click <b>Directory</b> to select a staff person from the <a href="#">Staff Directory</a> .  |



Click **Retrieve**.

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

|                 |   |
|-----------------|---|
| <b>District</b> | DISTRICT-ID (E0212)<br><br>Type the district ID number registered with the TEA.   |
| <b>Campus</b>   | CAMPUS-ID (E0266)<br><br>Select the campus.<br>Click  to add or change the code for the field. |

|                          |  |
|--------------------------|--|
| <b>Role ID</b>           | <p>ROLE-ID (E0721)<br/>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 <b>Role ID</b> is not 033 or 036, there must be at least one staff payroll record with a matching <b>Texas Unique Staff ID</b> where <b>Obj</b> is 6119 or 6112. Click  to add or change the code for the field.</p>  |
| <b>Service ID</b>        | <p>SERVICE-ID (E0724)<br/>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.<br/>Click  to add or change the code for the field.</p>   |
| <b>Population Served</b> | <p>POPULATION-SERVED-CODE (E0747)<br/>Code table: C030</p> <p>Select the student population for which the service has been designed or is intended.</p>  |
| <b>ESC SSA</b>           | <p>ESC-SSA-STAFF-INDICATOR-CODE ESC/SSA (E1015)<br/>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. <b>This is reported by ESCs only; the field is not valid for school districts.</b></p>  |
| <b>Monthly Minutes</b>   | <p>MONTHLY-MINUTES (E1057)</p> <p>Type the total number of minutes in a month devoted to a particular service. A month is generally considered to be the 4 weeks prior to the as-of-date.</p> <p>For non-instructional Role IDs (e.g., Counselor - Role ID 008), <b>Monthly Minutes</b> are not based on a class or course-section. <b>Monthly Minutes</b> represent the number of minutes that the person spent providing the counseling services to students. For example, a counselor who works 40 hours a week would be reported with 9600 minutes.</p> <p><b>NOTE: Monthly Minutes</b> should include Columbus Day and any other holidays (i.e., 20 days).</p> <p>Type the number of monthly minutes. Valid values are 1-12000.</p> <p><b>Monthly minutes are required for Role ID 008</b> (Rule 30090-0104).</p> |

Click **Save**.

|   |  |                 |  |
|---|--|-----------------|--|
|  | <p><a href="#">Delete a row.</a></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 <b>Save</b>.</p>   |                 |  |
| <b>Prev and Next</b>  | <p><a href="#">Scroll through staff.</a></p> <p>Once a staff person is retrieved, click <b>Prev</b> or <b>Next</b> to scroll to the previous or next staff person alphabetically.</p>  |                 |  |
| <b>Add</b>  | <p><a href="#">Add a staff record.</a></p> <p>Click to add a staff person who does not already exist in ASCENDER State Reporting tables.</p> <table border="1" data-bbox="316 544 1473 902"> <tr> <td data-bbox="316 544 435 902"><b>Staff ID</b></td> <td data-bbox="435 544 1473 902"> <ul style="list-style-type: none"> <li>• The first character must start with 0-8. It cannot start with S (Rule: 30040-0004).</li> <li>• The first three characters cannot be 000, 666, or 900-999.</li> <li>• The middle digits (4th and 5th digit) cannot be 00.</li> <li>• The last four digits cannot be 0000.</li> <li>• The number cannot be 123456789, 219099999, or 078051120.</li> </ul> </td> </tr> </table> <p>Click <b>Save</b>.</p> | <b>Staff ID</b> | <ul style="list-style-type: none"> <li>• The first character must start with 0-8. It cannot start with S (Rule: 30040-0004).</li> <li>• The first three characters cannot be 000, 666, or 900-999.</li> <li>• The middle digits (4th and 5th digit) cannot be 00.</li> <li>• The last four digits cannot be 0000.</li> <li>• The number cannot be 123456789, 219099999, or 078051120.</li> </ul> |
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| <b>+Add</b>   | <p>Add a non-classroom responsibilities record for the employee.</p>   |                 |  |
| <b>Delete</b>   | <p><a href="#">Delete all of the employee's records.</a></p> <p>Click <b>Delete</b> to delete all of the employee's records. A confirmation message is displayed.</p> <p>Click <b>OK</b> to continue. Otherwise, click <b>Cancel</b>.</p>  |                 |  |
| <b>Change ID</b>  | <p><a href="#">Change the staff ID.</a></p> <p>The <b>Change ID</b> button is disabled until an employee is retrieved on the page.</p> <p>Retrieve an employee, and click <b>Change ID</b>. The <b>Change Staff ID</b> section is displayed at the top of the page.</p> <p>In the <b>New Staff ID</b> field, type a valid social security number that you would like to change the existing ID to, and then click <b>Submit</b>.</p> <p>The <b>Change Staff ID</b> dialog box is displayed prompting you to review the change ID request information and accept the information if it is correct.</p> <p>Click <b>OK</b> to continue. Otherwise, click <b>Cancel</b>.</p>  |                 |  |



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