



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.

[Cross reference for Staff Nonclassroom Responsibilities tab:](#)

State Reporting Field	Element	ASCENDER Field(s)
District	E0212 DISTRICT-ID	
Human Resources > Maintenance > Staff Demo > Responsibility		
Campus	CAMPUS-ID (E0266)	Campus
Role ID	ROLE-ID (E0721) (Code table: C021)	Role ID
Service ID	SERVICE-ID (E0724) (Code table: C022)	Service ID
Pop Served	POPULATION-SERVED-CODE (E0747) (Code table: C030)	Pop Served
ESC SSA	ESC-SSA-STAFF-INDICATOR-CODE (E1015) (Code table: C169)	ESC/SSA
Monthly Minutes	MONTHLY-MINUTES (E1057)	Monthly Minutes

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.

District	<p>DISTRICT-ID (E0212)</p> <p>Type the district ID number registered with the TEA.</p>
Campus	<p>CAMPUS-ID (E0266)</p> <p>Select the campus.</p> <p>Click  to add or change the code for the field.</p>
Role ID	<p>ROLE-ID (E0721)</p> <p>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.</p> <p>Click  to add or change the code for the field.</p>
Service ID	<p>SERVICE-ID (E0724)</p> <p>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.</p> <p>Click  to add or change the code for the field.</p>
Population Served	<p>POPULATION-SERVED-CODE (E0747)</p> <p>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)</p> <p>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>
Monthly Minutes	<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), Monthly Minutes are not based on a class or course-section. Monthly Minutes 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>NOTE: Monthly Minutes 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>Monthly minutes are required for Role ID 008 (Rule 30090-0104).</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 to add a staff person who does not already exist in ASCENDER State Reporting tables.</p> <table border="1"> <tr> <td>Staff ID</td><td> <ul style="list-style-type: none"> • The first character must start with 0-8. It cannot start with S (Rule: 30040-0004). • The first three characters cannot be 000, 666, or 900-999. • The middle digits (4th and 5th digit) cannot be 00. • The last four digits cannot be 0000. • The number cannot be 123456789, 219099999, or 078051120. </td></tr> </table> <p>Click Save.</p>	Staff ID	<ul style="list-style-type: none"> • The first character must start with 0-8. It cannot start with S (Rule: 30040-0004). • The first three characters cannot be 000, 666, or 900-999. • The middle digits (4th and 5th digit) cannot be 00. • The last four digits cannot be 0000. • The number cannot be 123456789, 219099999, or 078051120.
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+Add	Add a non-classroom responsibilities record for the employee.		
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	<p>Change the staff ID.</p> <p>The Change ID button is disabled until an employee is retrieved on the page.</p> <p>Retrieve an employee, and click Change ID. The Change Staff ID section is displayed at the top of the page.</p> <p>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.</p> <p>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.</p> <p>Click OK to continue. Otherwise, click Cancel.</p>		



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